

AGENDA ATTACHMENTS

21ST JULY 2020

ORDINARY COUNCIL MEETING

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Central Highlands Council

DRAFT MINUTES – ORDINARY MEETING – 16TH JUNE 2020

Draft Minutes of an Ordinary Meeting of Central Highlands Council at Bothwell Town Hall, on Tuesday 16th June 2020, commencing at 9am.

1.0 OPENING

The Mayor advises the meeting and members of the public that Council Meetings, not including Closed Sessions, are audio recorded and published on Council's Website.

Mayor L Triffitt opened the meeting at 9.00am.

2.0 ACKNOWLEDGEMENT OF COUNTRY

3.0 PRESENT

Mayor L Triffitt, Deputy Mayor J Allwright, Cllr A Archer (attended at 9.10 a.m.), Cllr A Bailey, Cllr S Bowden, Cllr A Campbell, Cllr R Cassidy, Cllr J Honner, Cllr J Poore, Mrs Lyn Eyles (General Manager), Mr Adam Wilson (Deputy General Manager) and Mrs Katrina Brazendale (Minutes Secretary).

4.0 APOLOGIES

Nil

5.0 PECUNIARY INTEREST DECLARATIONS

In accordance with Regulation 8 (7) of the Local Government (Meeting Procedures) Regulations 2015, the Mayor requests Councillors to indicate whether they or a close associate have, or are likely to have a pecuniary interest (any pecuniary or pecuniary detriment) or conflict of interest in any Item of the Agenda.

Cllr S Bowden and Cllr A Archer – Item 16.4 Realignment Pub with No Beer Corner

6.0 CLOSED SESSION OF THE MEETING

Moved: Cllr A Campbell

Seconded: Cllr J Honner

THAT pursuant to *Regulation 15 (1) of the Local Government (Meeting Procedures) Regulations 2015*, Council, by absolute majority, close the meeting to the public to consider the following matters in Closed Session

| Item Number | Matter | Local Government (Meeting Procedures) Regulations 2015 |
|-------------|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Confirmation of the Minutes of the Closed Session of the Ordinary Meeting of Council held on 19 May 2020 | Regulation 15 (2)(g) – information of a personal and confidential nature or information provided to Council on the condition it is kept confidential |

| | | |
|---|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2 | Staff Contract | Regulation 15 (2)(g) – information of a personal and confidential nature or information provided to Council on the condition it is kept confidential |
| 3 | Consideration of Matters for Disclosure to the Public | Regulation 15 (8) - While in a closed meeting, the Council, or Council Committee, is to consider whether any discussions, decisions, reports or documents relating to that closed meeting are to be kept confidential or released to the public, taking into account privacy and confidentiality issues |

CARRIED**FOR the Motion:**

Mayor L Triffitt, Deputy Mayor J Allwright, Cllr A W Bailey, Cllr S Bowden, Cllr A Campbell, Cllr R Cassidy, Cllr J Honner and Cllr J Poore

Cllr A Archer attended the meeting at 9.10 a.m. and Mrs Katrina Brazendale left the meeting at 9.10 a.m.

6.1 MOTION OUT OF CLOSED SESSION**Moved:** Cllr J Honner**Seconded:** Cllr A W Bailey**THAT** the Council:

- (1) Having met and dealt with its business formally move out of the closed session; and
- (2) Resolved to report that it has determined the following:

| Item Number | Matter | Outcome |
|-------------|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| 1 | Confirmation of the Minutes of the Closed Session of the Ordinary Meeting of Council held on 19 May 2020 | Minutes of the Closed Session of the Ordinary Meeting of Council held on 19 May 2020 were confirmed |
| 2 | Staff Contract | Matter was discussed |
| 3 | Consideration of Matters for Disclosure to the Public | Matters were considered |

CARRIED**FOR the Motion:**

Mayor L Triffitt, Deputy Mayor J Allwright, Cllr A Archer, Cllr A W Bailey, Cllr S Bowden, Cllr A Campbell, Cllr R Cassidy, Cllr J Honner and Cllr J Poore.

OPEN MEETING TO PUBLIC

No members of the Public attended the meeting.

7.0 DEPUTATIONS

7.1 PUBLIC QUESTION TIME

8.0 MAYORAL COMMITMENTS

| | |
|--------------|----------------------------------|
| 15 May 2020 | Rate Payer Teleconference |
| 15 May 2020 | Business of Council |
| 16 May 2020 | Business of Council |
| 19 May 2020 | Council Meeting vmr |
| 20 May 2020 | Business of Council |
| 21 May 2020 | Business of Council |
| 22 May 2020 | teleconference with Councillors |
| 25 May 2020 | Business of Council |
| 27 May 2020 | Business of Council |
| 28 May 2020 | Business of Council |
| 29 May 2020 | Teleconference with Councillors |
| 31 May 2020 | Rate Payer Meeting |
| 31 May 2020 | Tasmania Police Teleconference |
| 1 June 2020 | Rate Payer Teleconference |
| 2 June 2020 | Budget Workshop vmr |
| 2 June 2020 | Rate Payer Teleconference |
| 3 June 2020 | Business of Council |
| 3 June 2020 | Minister teleconference |
| 4 June 2020 | Business of Council |
| 10 June 2020 | Business of Council & GM Meeting |

8.1 COUNCILLOR COMMITMENTS

Clr A Campbell

| | |
|---------------|------------------------------------|
| 15 April 2020 | Ordinary Council Meeting vmr |
| 12 May 2020 | Budget Workshop vmr |
| 13 May 2020 | Hatch meeting via Zoom |
| 19 May 2020 | Ordinary Council Meeting vmr |
| 2 June 2020 | Audit panel Meeting, Hamilton Hall |
| 2 June 2020 | Budget Workshop vmr |

Clr R Cassidy

| | |
|-------------|------------------------------|
| 19 May 2020 | Ordinary Council Meeting vmr |
| 12 May 2020 | Budget Workshop vmr |
| 20 May 2020 | Business of Council |
| 24 May 2020 | Rate Payer discussions |
| 25 May 2020 | Business of Council |
| 27 May 2020 | Business of Council |
| 29 May 2020 | Business of Council |
| 1 June 2020 | Business of Council |
| 3 June 2020 | Business of Council |

Clr J Honner

| | |
|-------------|------------------------------|
| 12 May 2020 | Budget Workshop vmr |
| 19 May 2020 | Ordinary Council Meeting vmr |
| 2 June 2020 | Budget Workshop vmr |

Clr J Poore

| | |
|-------------|------------------------------|
| 19 May 2020 | Ordinary Council Meeting vmr |
| 2 June 2020 | Audit Panel Meeting Hamilton |
| 2 June 2020 | Budget Workshop vmr |

STATUS REPORT COUNCILLORS

| Item No. | Meeting Date | Agenda Item | Task | Councillor Responsible | Current Status | Completed Date |
|----------|--------------|-------------|-------------------------------------------------------------------------------------------|---------------------------------------------|---------------------------------------------------------------|----------------|
| 1 | 18-Feb-20 | 12.1 | Derwent Catchment Project - Strategic Plan for the development of Agriculture and Tourism | Deputy Mayor Allwright | On going to provide Council with updates each Council meeting | |
| 2 | 18-Feb-20 | 16.3 | AFLT Statewide Facilities Plan | Deputy Mayor Allwright | On going to provide Council with updates each Council meeting | |
| 3 | 18-Feb-20 | 16.5 | Cattle Hill Wind Farm Community Fund Committee | Mayor Triffitt, Cllr Campbell & Cllr Honner | On going to provide Council with updates each Council meeting | |

An update was provided with regard to the Goldwind furniture that was distributed throughout the Community. Council will send a thankyou letter.

Cllr R Cassidy returned the meeting at 10.13 a.m.

Mayor L Triffitt discussed the option of having AFL members visit the area, if anyone has other suggestions could they please let her know.

8.2 GENERAL MANAGER'S COMMITMENTS

| | |
|-------------|--------------------------------------|
| 19 May 2020 | Council Meeting |
| 20 May 2020 | Risk Training Webinar |
| 20 May 2020 | Zoom meeting staff Covid-19 |
| 21 May 2020 | Webinar Meeting Mark Shelton |
| 2 June 2020 | Audit Panel Meeting |
| 2 June 2020 | Zoom Meeting Insurance |
| 4 June 2020 | Meeting P Allwright & T Turale HATCH |

8.3 DEPUTY GENERAL MANAGER'S COMMITMENTS

| | |
|-------------|----------------------------------------------------------------|
| 19 May 2020 | Ordinary Council Meeting |
| 19 May 2020 | Southern Region Social Recovery Committee Meeting |
| 20 May 2020 | JLT Risk Awareness Training |
| 20 May 2020 | Managers Meeting to discuss Coronavirus (COVID-19) Safety Plan |
| 21 May 2020 | TCF - Workforce Engagement - Stage 2 Meeting |
| 25 May 2020 | Workskills' Meeting |
| 26 May 2020 | Southern Region Social Recovery Committee Meeting |
| 2 June 2020 | Audit Panel Meeting |
| 2 June 2020 | Budget Workshop |
| 3 June 2020 | Tasmania Community Fund Board Meeting - Workforce Engagement |
| 3 June 2020 | Meeting with Gallagher regarding insurance |
| 4 June 2020 | Meeting with Health Action Team Central Highlands |

9.0 NOTIFICATION OF COUNCIL WORKSHOPS HELD

| | |
|-------------|-----------------|
| 2 June 2020 | Budget Workshop |
|-------------|-----------------|

9.1 FUTURE WORKSHOPS

Integrity Commission

10.0 MAYORAL ANNOUNCEMENTS

The Mayor provided an update on the Motorcycle Road Safety – Hollow Tree Road with regard to the upcoming roadworks endorsed by the Road Safety Action Committee. The Mayor will provide updates as it progresses.

11.0 MINUTES

11.1 RECEIVAL DRAFT MINUTES ORDINARY MEETING

Moved: Clr J Honner

Seconded: Clr A Campbell

THAT the Draft Minutes of the Open Council Meeting of Council held on Tuesday 19th May 2020 be received.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore

11.2 CONFIRMATION OF MINUTES ORDINARY MEETING

Moved: Deputy Mayor J Allwright

Seconded: Clr A Campbell

THAT the Minutes of the Open Council Meeting of Council held on Tuesday 19th May 2020 be confirmed.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore

11.3 RECIEVAL DRAFT MINUTES AUDIT PANEL MEETING

Moved: Deputy Mayor J Allwright

Seconded: Clr J Poore

THAT the Draft Minutes of the Audit Panel Meeting held on Tuesday 2nd June 2020 be received.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore

12.0 BUSINESS ARISING

- 15.1 Correspondence sent by Development & Environmental Services Manager
- 15.2 Correspondence sent by Development & Environmental Services Manager
- 15.3 Correspondence sent by Development & Environmental Services Manager
- 16.1 Correspondence sent by Works and Service Manager
- 16.2 Correspondence sent by Works and Service Manager
- 17.1 Correspondence sent by General Manager
- 17.2 Correspondence sent by General Manager
- 17.3 Correspondence sent by General Manager
- 17.4 Council meeting dates to be put Council website
- 17.5 Council policy on council website
- 17.7 Development & Environmental Services Manager and Environment Health Officer developed COVID-19 Safety Plan for reopening of Council services

17.9 Correspondence sent by General Manager

13.0 DERWENT CATCHMENT PROJECT REPORT

Moved: Clr J Honner

Seconded: Clr J Poore

THAT the Derwent Catchment Project report be received.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore

14.0 FINANCE REPORT

Moved: Clr A W Bailey

Seconded: Clr R Cassidy

THAT the Finance Reports be received.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore

14.1 ADOPTION OF 2020/2021 ANNUAL BUDGET ESTIMATES

Moved: Clr J Honner

Seconded: Clr J Poore

THAT Council by absolute majority adopt the 2020/2021 Annual Budget as presented.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore

Mr Graham Rogers (Manager Development Services) attended the meeting at 10.38 a.m.

14.2 COUNCIL RATES RESOLUTION 2020/2021

Moved: Clr J Honner

Seconded: Clr J Poore

THAT Council by absolute majority, adopt the following Rates Resolution 2020/2021

CENTRAL HIGHLANDS COUNCIL NOTICE OF 2020/2021 RATES & CHARGES

Under the Local Government Act 1993 and the Fire Service Act 1979, the Central Highlands Council has made the following rates and charges upon rateable land within the municipal area of Central Highlands ("the municipal area"):-

General Rate

1. A General Rate pursuant to Section 90 and Section 91 of the Local Government Act 1993 consisting of:
 - (a) **3.4038** cents in the dollar on the assessed annual value for all separately valued parcels of rateable land within the Central Highlands Council area; and
 - (b) a fixed charge of **\$382.20** which applies to all rateable land.

Waste Management Charge

- 2 A Service Charge pursuant to Section 94 of the Local Government Act 1993 consisting of:
 - (a) for the municipal area, a Waste Management Charge of **\$263.00** for all rateable land; and
 - (b) for the different parts of the municipal area specified, by declaration of an absolute majority of Council pursuant to sections 94(3) and 107 of the Local Government Act 1993, the Waste Management Charge is varied as follows:
 - i. land to which Council provides a garbage and recycling collection service and which is used for commercial purposes is charged **\$496.00** per tenement; and
 - ii. all land outside the Council's garbage and recycling collection service area which comprises a separately valued parcel of rateable land within the municipal area is charged the amount specified under the heading "Charge" according to the use or non-use of the land specified under the heading "Type":

| Type | Charge | Factor |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------|
| | \$ | |
| a. Commercial purposes | 472.00 | Use of land |
| b. Land used for residential purposes, industrial purposes, public purposes, primary production, sporting or recreational facilities, or quarrying or mining. | 160.00 | Use of land |
| c. Non-use of land | 84.00 | Non-Use of land |

Fire Service Contribution:-

- 3 For the Council's contribution to the State Fire Commission pursuant to section 93A of the Local Government Act 1993:
 - (a) for land within the Bothwell Volunteer Brigade Rating District an amount of **0.446994** cents in the dollar on the assessed annual value of all separately valued parcels of rateable land subject to a minimum **\$41.00**; and
 - (b) for all other land in the municipal area an amount of **0.398190** cents in the dollar on the assessed annual value of all separately valued parcels of the land subject to a minimum **\$41.00**.

Instalments

4 Rates are payable by four instalments due on the following dates:

| | |
|------------------|-------------------------|
| Instalment No. 1 | 31 August 2020 |
| Instalment No. 2 | 30 November 2020 |
| Instalment No 3 | 26 February 2021 |
| Instalment No 4 | 30 April 2021 |

Penalty

5 A penalty of 10% applies to each instalment not paid by the due instalment date.

Adjusted Values

6 For the purposes of this resolution, any reference to the assessed annual value includes a reference to that value as adjusted pursuant to Section 89 and Section 89A of the Local Government Act 1993 as amended.

These rates are for the year commencing 1st July 2020 and ending 30th June 2021 and are payable to the Council at its offices at Alexander Street, Bothwell or Tarleton Street, Hamilton

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore

14.3 ANNUAL PLAN 2020/ 2021

Moved: Clr A Campbell

Seconded: Clr J Honner

THAT Council adopt the 2020/2021 Annual Plan.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

15.0 DEVELOPMENT & ENVIRONMENTAL SERVICES

Moved: Clr J Honner

Seconded: Clr R Cassidy

THAT the Development & Environmental Services Report be received.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore

15.1 ROADNAMING AT ELLENDALE

Moved: Deputy Mayor J Allwright

Seconded: Clr S Bowden

THAT Place Names Tasmania be advised that Council would like to change the extent of Coopers Road from where it is officially now to the road signed as Coopers Road; and

THAT Place Names Tasmania be advised that Council would prefer if the road currently signed as Wiggs Road be officially named Wiggs Road.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore

15.2 WAYATINAH HALL

Moved: Clr R Cassidy

Seconded: Clr J Poore

THAT Council approve the Manager of Development and Environmental Services to continue discussions with Hydro Tasmania about the future of the Wayatinah Hall and provide a report back to Council.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore

15.3 REMISSION OF FEES

Moved: Clr R Cassidy

Seconded: Deputy Mayor J Allwright

THAT Council remit the fee of \$160.00 for the renewal of Water Licence No WS-PW13 (Water Cart) for 2020/2021.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore

15.4 COVID 19 UPDATE

Noted

15.5 BOTHWELL FOOTBALL CLUB

Noted

15.6 DES BRIEFING REPORT

PLANNING PERMITS ISSUED UNDER DELEGATION

The following planning permits have been issued under delegation during the past month.

NO PERMIT REQUIRED

| DA NO. | APPLICANT | LOCATION | PROPOSAL |
|--------------|----------------------------|-------------------------|-------------------|
| 2020 / 00023 | F C Neasey | 2 Drysdale Road, Miena | Garage |
| 2020 / 00028 | Longview Design & Drafting | 3 Last Street, Bothwell | Home Gym / Studio |

15.7 LEASE OF BRONTE PARK TOILET AND BBQ AREA LAND**Moved:** Clr J Poore**Seconded:** Clr J Honner

THAT Council approve the General Manager to enter into a lease agreement with the owner of the property to lease the area of land as a public space to build the toilets and barbeque area, as per the lease agreement conditions approved by State Government.

CARRIED**FOR the Motion:**

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore

Mr Jason Branch (Manager Works and Services) attended the meeting at 11.07 a.m.

16.0 WORKS & SERVICES**Moved:** Clr A W Bailey**Seconded:** Clr J Honner

THAT the Works & Services Report be received.

CARRIED**FOR the Motion:**

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore

16.1 DRAINAGE ISSUE AT 34 ARTHURS LAKE ROAD, WILBERVILLE**Moved:** Clr A W Bailey**Seconded:** Clr J Honner

That Council block of the drain altogether that runs through Mrs Nicholls property and put a further culvert under the road that would join into the existing drain in the public open space land situated next to Mrs Nichols property at an estimated cost of \$15,000, subject to advice from the solicitor.

CARRIED 8/1**FOR the Motion:**

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore

AGAINST the Motion:

Clr A Archer

16.2 HAMILTON DOG TRAILER

Moved: Clr J Poore

Seconded: Clr J Honner

THAT Council accepts quote 1 and carry forward \$32,000.00 into the 2020-21 budget.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore

16.3 HYDRO TASMANIA CLOSURE OF REPULSE ROAD BAILEY BRIDGE

Noted

Mr Graham Rogers (Manager Development Services) left the meeting at 11.44 a.m.

16.4 REALIGNMENT – PUB WITH NO BEER CORNER

Moved: Clr R Cassidy

Seconded: Clr A W Bailey

That Council agree for the contractors if awarded the contract for the tender to take materials from the Waste Transfer Station at Bothwell for road works at the Pub with no beer corner, Subject to the costs of revegetation works if required.

CARRIED 6/1

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright,, Clr A W Bailey, Clr A Campbell, Clr R Cassidy, and Clr J Honner.

AGAINST the Motion:

Clr J Poore

Conflict of Interest

Clr A Archer and Clr S Bowden

Mr Jason Branch (Manager Works and Services) left the meeting at 11.50 a.m.

17.0 ADMINISTRATION

Deputy Mayor J Allwright left the meeting at 11.51 a.m.

17.1 COVID-19 SAFETY PLAN

Moved: Clr A Campbell

Seconded: Clr J Poore

THAT in response to the COVID-19 pandemic, Council approves the Central Highlands Council COVID-19 Safety Plan and Cleaning Schedules for access to playgrounds, reserves, sporting ovals, parks, public buildings, camping areas and waste management sites across the municipality, which includes additional signage due to COVID-19, implement and maintain an additional cleaning schedule during the COVID-19 pandemic, and monitor of compliance with breaches reported to Tasmania Police.

CARRIED

FOR the Motion:

Mayor L Triffitt, Clr A Archer, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore

17.2 COMMERCIAL ADDENDUM TO FINANCIAL HARDSHIP ASSISTANCE MODEL POLICY**Moved:** Clr A Bailey**Seconded:** Clr J Honner

THAT in response to the COVID-19 pandemic, Council agrees to approve Policy No. 2020-58 Commercial Addendum to Financial Hardship Assistance Model Policy.

CARRIED**FOR the Motion:**

Mayor L Triffitt, Clr A Archer, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore

17.3 MOTION FROM AUDIT PANEL – RISK MANAGEMENT REGISTER**Moved:** Clr A Bailey**Seconded:** Clr J Honner

THAT Council adopt the Risk Management Register.

CARRIED**FOR the Motion:**

Mayor L Triffitt, Clr A Archer, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore

17.4 POLICY NO 2020 - 59 INVESTMENT OF SURPLUS COUNCIL FUNDS POLICY**Moved:** Clr J Poore**Seconded:** Clr A Bailey

THAT Council approve Policy No. 2020 - 59 Investment of Surplus Council Funds Policy.

CARRIED**FOR the Motion:**

Mayor L Triffitt, Clr A Archer, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore

Deputy Mayor J Allwright returned to the meeting at 11.53 a.m.

17.5 POLICY NO 2014 - 25 HEALTHY CATERING POLICY**Moved:** Clr S Bowden**Seconded:** Clr J Poore

THAT Council approve Policy No. 2014 - 25 Healthy Catering Policy

CARRIED**FOR the Motion:**

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore

The meeting was suspended for lunch at 12.10 p.m. and resumed at 12.47 p.m.

17.6 \$1.8 BILLION BOOST FOR LOCAL GOVERNMENT - LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM

See below motion

17.7 TELSTRA MOBILE BLACK SPOTS IN THE CENTRAL HIGHLANDS MUNICIPALITY

Moved: Clr A W Bailey

Seconded: Clr R Cassidy

THAT Council allocate \$120k from the proposed '*Future Boost to Local Government Grant*' to have better mobile coverage service installed at the following locations.

Pelham, Bronte Park, Brady's Lake, Little Pine Lagoon, Interlaken, Flinstone, Arthurs Lake, Wilburville, Arthurs Lake, Morass Bay and Arthurs Lake.

CARRIED 7/2

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy and Clr J Honner.

AGAINST the Motion:

Clr J Poore and Clr A Archer

Moved: Clr S Bowden

Seconded: Clr R Cassidy

CARRIED

THAT Central Highlands Council supports the TFGA to identify Black Spot areas to improve communications in the Central Highlands Municipality.

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore

17.8 EMERGENCY SERVICES MEDAL NOMINATIONS – 2021

Moved: Clr A Campbell

Seconded: Clr A W Bailey

THAT this item be deferred until the July Ordinary Council Meeting.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore

17.9 LIONS CLUB OF HOBART TOWN INC FUNDING SUPPORT 2020 CIRCUS QUIRKUS

Moved: Clr A Campbell

Seconded: Clr A W Bailey

THAT Council make a donation of \$180.00 to the Lions Club of Hobart.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore

17.10 POLICY NO 2015 – 33 BULLYING POLICY**Moved:** Clr J Honner**Seconded:** Clr J Poore**THAT** Council approve Policy 2015 - 33 Bullying Policy**CARRIED****FOR the Motion:**

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner & Clr J Poore

17.11 POLICY NO 2018 – 55 CODE OF CONDUCT FOR MEMBERS OF THE AUDIT PANEL**Moved:** Deputy Mayor J Allwright**Seconded:** Clr J Poore**THAT** Council approve Policy 2018 - 55 Code of Conduct for Members of the Audit Panel**CARRIED****FOR the Motion:**

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore

17.12 POLICY NO 2017 – 48 COUNCIL POOL VEHICLE**Moved:** Clr A Campbell**Seconded:** Clr J Honner**THAT** Council approve Policy 2017 - 48 Council Pool Vehicle**CARRIED****FOR the Motion:**

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner & Clr J Poore

17.13 ROYAL COMMISSION INTO NATIONAL NATURAL DISASTER ARRANGEMENTS**Moved:** Clr R Cassidy**Seconded:** Clr J Honner**THAT** Councillors provide their comments on the Royal Commission into National Natural Disaster Arrangements issues paper to the Development and Environmental Service Manager by 5.00pm on Wednesday the 17 June 2020 so that a Council response form can be completed for the Royal Commission into National Natural Disaster Arrangements by Thursday the 18 June 2020.**CARRIED****FOR the Motion:**

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore

17.14 NRM SOUTH MEMBERSHIP**Noted**

17.15 ST VINCENT de PAUL SOCIETY WINTER APPEAL**Moved:** Clr S Bowden**Seconded:** Clr A Bailey**THAT** Council make a donation of \$1,000 to St Vincent de Paul Society Winter Appeal**CARRIED****FOR the Motion:**

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore

17.16 DEPARTMENT OF PREMIER AND CABINET FUNCTION UPDATE**Noted**

17.17 CENTRAL HIGHLANDS BUSINESS CONTINUITY PLAN**Moved:** Clr J Honner**Seconded:** Clr R Cassidy**THAT** Council approve version 3 of the Central Highlands Business Continuity Plan, which includes attachment - COVID-19 Infection Response Procedure.**CARRIED****FOR the Motion:**

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore

17.18 SOUTHERN CENTRAL SUB-REGION WORKFORCE DEVELOPMENT PROJECT**Noted**

17.19 UNIVERSITY OF TASMANIA – ‘THE TASMANIA PROJECT’**Noted**

17.20 POLICY NO 2015-34 HARASSMENT AND DISCRIMINATION POLICY**Moved:** Clr J Poore**Seconded:** Clr A W Bailey**THAT** Council approve Policy 2015 – 34 Harassment and Discrimination Policy**CARRIED****FOR the Motion:**

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore

17.21 POLICY NO 2015-35 GRIEVANCE & DISPUTE RESOLUTION POLICY**Moved:** Clr A Campbell**Seconded:** Clr S Bowden**THAT** Council approve Policy 2015 – 35 Grievance & Dispute Resolution Policy**CARRIED****FOR the Motion:**

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore

17.22 SURVEY BY YOUTH NETWORK OF TASMANIA – WHAT YOUNG TASMANIANS HAVE TO SAY ABOUT COVID-19...**Noted**

17.23 REMISSIONS UNDER DELEGATION**Moved:** Clr J Honner**Seconded:** Deputy Mayor J Allwright.**THAT** the Remissions granted by the General Manager under delegation be noted.**CARRIED****FOR the Motion:**

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

18.0 SUPPLEMENTARY AGENDA ITEMS**Moved:** Clr R Cassidy**Seconded:** Clr J Poore**THAT** Council send a letter to Inspector Burk regarding the incident at Hamilton.**CARRIED 7/2****FOR the Motion:**

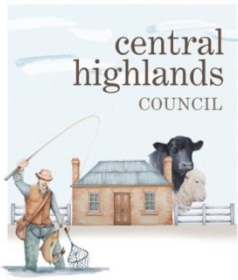
Mayor L Triffitt, , Clr A Archer, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

AGAINST the Motion:

Deputy Mayor J Allwright and Clr A W Bailey

19.0 CLOSURE

Mayor L Triffitt closed the meeting at 1.48 pm



**MINUTES OF THE PLANNING COMMITTEE MEETING
OF THE CENTRAL HIGHLANDS COUNCIL HELD
IN THE BOTHWELL TOWN HALL
AT 9.05AM ON TUESDAY 14th JULY 2020**

1.0 PRESENT

Clr Allwright (Chairperson), Mayor Triffitt, Clr Poore & Clr Cassidy (attended at 9.10am)

IN ATTENDANCE

Mrs L Eyles (General Manager), Mr G Rogers (Manager DES), Ms J Tyson (Senior Planning Officer) & Mrs K Bradburn (Minutes Secretary)

2.0 APOLOGIES

Nil

3.0 PECUNIARY INTEREST DECLARATIONS

In accordance with Regulation 8 (7) of the Local Government (Meeting Procedures) Regulations 2015, the Chairman requests Councillors to indicate whether they or a close associate have, or are likely to have a pecuniary interest (any pecuniary or pecuniary detriment) in any item of the Agenda.

Nil

4.0 CONFIRMATION OF MINUTES

Moved **Clr Poore**

Seconded **Mayor Triffitt**

THAT the Draft Minutes of the Planning Committee Meeting of Council held on January 14th January 2020 to be confirmed.

Carried

For the Motion: Clr Allwright, Mayor Triffitt & Clr Poore

5.0 QUESTION TIME & DEPUTATIONS

Nil

**6.0 DA2020/17 : SUBDIVISION – REORGANISATION OF BOUNDARIES – 2
TITLES: CT 152049/1 & 131904/1 FOURTEEN MILE ROAD, BRONTE PARK**

Report by

Jacqui Tyson (Senior Planning Officer)

Applicant

Nick Griggs & Co Land Surveyors

Owner

T L Wood

Discretions

26.5.2 (A1) Reorganisation of boundaries

Proposal

The proposal is to reorganise the boundaries of two existing titles located on the eastern side of Fourteen Mile Road and south of Laughing Jack Road.

The purpose of the boundary reorganisation is to create a standalone title around an existing gravel quarry and consolidate the remaining land into a single title. This will allow for continued operation and efficient management of the quarry while making the remainder of the land available for sale.

The existing titles are undeveloped (other than the quarry) and are described below:

- CT152049/1– approximately 12ha with a long frontage to Fourteen Mile Road. Contains most of the quarry and associated mining lease; and
- CT131904/1 – approximately 74ha, with a section of frontage to Fourteen Mile Road and northern boundary fronting Laughing Jack Road.

Under the proposal, a lot of 6ha (Lot 1) will be created around the quarry, containing the entire mining lease area. Lot 1 will retain over 200m of frontage to Fourteen Mile Road.

The majority of the land will be consolidated in one title (Lot 2) with an area of approximately 80ha. Lot 2 will have extensive frontage to Fourteen Mile Road to the east and Laughing Jack Road to the north. The southern boundary is formed by the Clarence River.

Both lots can be accessed using existing crossovers.

The proposal is discretionary owing to being a subdivision and is assessed against the subdivision standards for the Rural Resource Zone, pursuant to section 26.0 of the Central Highlands Interim Planning Scheme 2015.

Subject site and Locality.

The subject land is a rural holding used for the quarry and for forestry purposes.

The land is located on the eastern side of Fourteen Mile Road and the southern side of Laughing Jack Road. The land extends south to the Clarence River. The land is approximately 2.5km south of the Lyell Highway.

The locality is largely characterised by mixed use rural land, including forest and cleared grazing land.

The nearest settlement is Bronte Park around 7.5km to the north east.

The site and surrounding land is zoned Rural Resource.

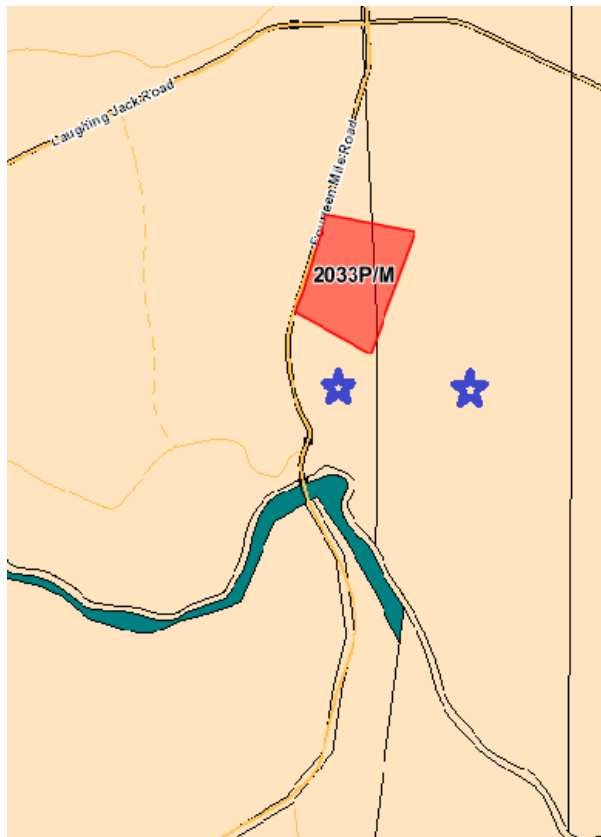


Fig 1. Location and zoning of the subject land (marked by blue stars) in the Rural Resource zone (Cream), with the mining lease shown in red. Part of the Clarence River is located in the Environmental Management Zone (Dark green) (Source: LISTmap).

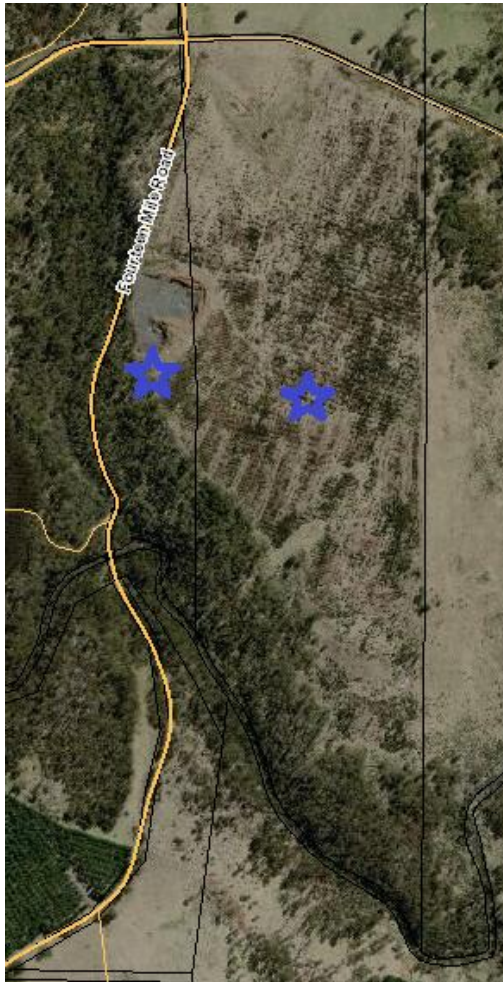


Fig 2. Aerial photo of the subject land and surrounding area, subject land marked with blue points
(Source: LISTmap)

Exemptions

Nil

Special Provisions

Nil

Use standards

There are no applicable use standards for subdivision.

Rural Resource Zone - Development standards for subdivision

The subject land is in the Rural Resource Zone. The proposal must satisfy the requirements of the following development standards, relevant to subdivisions:

| 26.5.2 Reorganisation of Boundaries | | |
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| To promote the consolidation of rural resource land and to allow for the rearrangement of existing titles, where appropriate, to provide for a better division of land. | | |
| Acceptable Solutions | Performance Criteria | OFFICER COMMENT |
| A1 A lot is for public open space, a riparian or littoral reserve or utilities. | P1 The reorganisation of boundaries must satisfy all of the following: | The proposal must be assessed against the Performance Criteria P1 as the lots are not for public open space, a riparian or |

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| | <p>(a) all existing lots are adjoining or separated only by a road;</p> <p>(b) no existing lot was formally a crown reserved road or other reserved land;</p> <p>(c) provide for the sustainable commercial operation of the land by either:</p> <p>(i) encompassing all or most of the agricultural land and key agricultural infrastructure (including the primary dwelling) in one lot, the 'primary agricultural lot', as demonstrated by a whole farm management plan,</p> <p>(ii) encompassing an existing or proposed non-agricultural rural resource use in one lot;</p> <p>(d) if a lot contains an existing dwelling, setbacks to new boundaries satisfy clause 26.4.2;</p> <p>(e) if containing a dwelling, other than the primary dwelling, the dwelling is surplus to rural resource requirements of the primary agricultural lot;</p> <p>(f) a new vacant lot must:</p> <p>(i) contain land surplus to rural resource requirements of the primary agricultural lot;</p> <p>(ii) contain a building area capable of accommodating residential development satisfying clauses 26.4.2 and 26.4.3.</p> <p>(iii) not result in a significant</p> | <p>littoral reserve or utilities.</p> <p>(a) Complies – the existing lots are adjoining.</p> <p>(b) Complies – none of the lots were a crown reserved road or other reserved land.</p> <p>(c) Complies The proposal will create a lot encompassing an existing non-agricultural rural resource use (Lot 1) around the quarry and Lot 2 will consolidate the majority of the land and has the qualities of a primary agricultural lot.</p> <p>(d) There are no existing buildings or dwellings.</p> <p>(e) The land does not contain any dwellings.</p> <p>(f) The proposed Lot 2 is vacant; however it represents the primary agricultural lot and contains an area capable of accommodating residential development if desired. The proposal will not require any significant increase in demand for public infrastructure or services.</p> |
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| | <p>increase in demand for public infrastructure or services;</p> <p>(g) all new lots must comply the following:</p> <p>(i) be no less than 1ha in size;</p> <p>(ii) have a frontage of no less than 6m;</p> <p>(iii) be serviced by safe vehicular access arrangements;</p> <p>(h) be consistent with any Local Area Objectives or Desired Future Character Statements provided for the area.</p> | <p>(g)</p> <p>(i) Complies – Both lots are larger than 1ha.</p> <p>(ii) The lots will have sufficient frontages to Fourteen Mile Road and Laughing Jack Road (Lot 2).</p> <p>(iii) The proposed lots are each serviced by suitable vehicular accesses.</p> <p>(h) There are no Local Area Objectives or Desired Future Character Statements in the Rural Resource zone.</p> |
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Codes

E1.0 Bushfire Prone Areas Code

The land is bushfire prone and the Code applies to all subdivision.

As such, a Bushfire Hazard Report from an accredited practitioner has been provided to address the requirements of the Code and demonstrate compliance.

The requirements of the Code are therefore satisfied.

E5.0 Road and Railway Assets Code

The proposal is for a boundary reorganisation only and does not include any new accesses or changes to the use of existing accesses.

Further assessment against this Code is not required.

E8.0 Attenuation Code

The Attenuation Code applies to the existing gravel quarry on the land.

An Attenuation Area applies to land around the quarry site and would restrict development for a sensitive use, such as a dwelling, in this area.

Lot 2 is around 80ha so there is sufficient area to allow for any future development for a sensitive use to be located outside the Attenuation Area for the quarry, protecting both uses from land use conflict.

E11.0 Waterway and Coastal Protection Code:

Parts of the site around waterways and water bodies are covered by Waterway Protection Areas under the Waterway and Coastal Protection Code.

The Code applies to all development including subdivision; however this proposal meets the exemptions of the code owing to there being no works required within a Waterway Protection Area.

Representations

The proposal was advertised for the statutory 14 days period from 1st June 2020 until 16th June 2020.

No representations were received.

Conclusion

The proposal for the subdivision (boundary reorganisation) of two titles located at Fourteen Mile Road, Bronte Park is assessed to comply with the applicable standards of the Rural Resource Zone and the relevant codes of the *Central Highlands Interim Planning Scheme 2015* as outlined in the body of this report.

The proposal was advertised for public comment and no representations were received.

It is recommended that the application be approved, subject to conditions.

Legislative Context

The purpose of the report is to enable the Planning Authority to determine the Development Application DA2020/17 in accordance with the requirements of the *Land Use Planning and Approvals Act 1993* (LUPAA). The provisions of LUPAA require a Planning Authority to take all reasonable steps to ensure compliance with the Planning Scheme.

This report details the reasons for the officers Recommendation. The Planning Authority must consider the report but is not bound to adopt the Recommendation. Broadly, the Planning Authority can either: (1) adopt the Recommendation, (2) vary the Recommendation by adding, modifying or removing recommended conditions or (3) replacing an approval with a refusal.

Any decision that is an alternative to the Recommendation requires a full statement of reasons to ensure compliance with the *Judicial Review Act 2000* and the *Local Government (Meeting Procedures) Regulations 2015*. Section 25 (2) of the *Local Government (Meeting Procedures) Regulations 2015* states:

25 (2): *The general manager is to ensure that the reasons for a decision by a council or council committee acting as a planning authority are recorded in the minutes of the meeting.*

Options

The Planning Authority must determine the Development Application DA2020/17 in accordance with one of the following options:

1. Approve in accordance with the Recommendation:-

In accordance with section 57 of the Land Use Planning and Approvals Act 1993 the Planning Authority **Approve** the Development Application DA2020/17 for subdivision (reorganisation of boundaries) at CT152049/1 & 131904/1 Fourteen Mile Road, Bronte Park, subject to conditions in accordance with the Recommendation.

2. Approve with altered conditions:-

In accordance with section 57 of the Land Use Planning and Approvals Act 1993 the Planning Authority **Approve** the Development Application DA2020/17 for subdivision (reorganisation of boundaries) at CT152049/1 & 131904/1 Fourteen Mile Road, Bronte Park, subject to conditions as specified below.

Should Council opt to approve the Development Application subject to conditions that are different to the Recommendation the modifications should be recorded below, as required by Section 25(2) of the Local Government (Meeting Procedures) Regulations 2015:

Alteration to Conditions:-

3. Refuse to grant a permit:-

In accordance with section 57 of the Land Use Planning and Approvals Act 1993 the Planning Authority **Refuse** the Development Application DA2020/17 for subdivision (reorganisation of boundaries) at CT152049/1 & 131904/1 Fourteen Mile Road, Bronte Park, for the reasons detailed below.

Should the Planning Authority opt to refuse to grant a permit contrary to the officers Recommendation, the reasons for the decision should be recorded below, as required by Section 25(2) of the Local Government (Meeting Procedures) Regulations 2015:

Reasons :-

RECOMMENDATION

Moved **Clr Poore**

Seconded **Mayor Triffitt**

The proposal is assessed to substantially comply with the requirements of the Central Highlands Interim Planning Scheme 2015 and so in accordance with section 57 of the Land Use Planning and Approvals Act 1993, the Planning Authority is recommended to approve the application for DA2020/17 for subdivision (reorganisation of boundaries) at CT152049/1 & 131904/1 Fourteen Mile Road, Bronte Park, subject to the conditions below.

Recommended Conditions

General

- 1) The subdivision layout or development must be carried out substantially in accordance with the application for planning approval, the endorsed drawings and with the conditions of this permit and must not be altered or extended without the further written approval of Council.
- 2) This permit shall not take effect and must not be acted on until 15 days after the date of receipt of this permit unless, as the applicant and the only person with a right of appeal, you notify Council in writing that you propose to commence the use or development before this date, in accordance with Section 53 of the Land Use Planning and Approvals Act 1993.

Easements

- 3) Easements must be created over all drains, pipelines, wayleaves and services in accordance with the requirements of the Council's Municipal Engineer. The cost of locating and creating the easements shall be at the subdivider's full cost.

Covenants

- 4) Covenants or other similar restrictive controls that conflict with any provisions or seek to prohibit any use provided within the planning scheme must not be included or otherwise imposed on the titles to the lots created by this permit, either by transfer, inclusion of such covenants in a Schedule of Easements or registration of any instrument creating such covenants with the Recorder of Titles, unless such covenants or controls are expressly authorised by the terms of this permit or the consent in writing of the Council's General Manager.

Services

- 5) The Subdivider must pay the cost of any alterations and/or reinstatement to existing services, Council infrastructure or private property incurred as a result of the proposed subdivision works. Any work required is to be specified or undertaken by the authority concerned.

Access

- 6) A vehicle access must be provided from the road carriageway to each lot. Accesses must be located and constructed in accordance with the IPWE Aust. (Tasmania Division) standard drawings, the approved Bushfire Hazard management Report and to the satisfaction of Council's General Manager.

Final plan

- 7) A final approved plan of survey and schedule of easements as necessary, together with one copy, must be submitted to Council for sealing. The final approved plan of survey must be substantially the same as the endorsed plan of subdivision and must be prepared in accordance with the requirements of the Recorder of Titles.
- 8) A fee of \$245.00, or as otherwise determined in accordance with Council's adopted fee schedule, must be paid to Council for the sealing of the final approved plan of survey.
- 9) All conditions of this permit, including either the completion of all works and maintenance or payment of security in accordance with this permit, must be satisfied before the Council seals the final plan of survey for each stage.
- 10) It is the subdivider's responsibility to notify Council in writing that the conditions of the permit have been satisfied and to arrange any required inspections.

The following advice applies to this permit:

- a) This permit does not imply that any other approval required under any other legislation has been granted.
- b) This planning approval shall lapse at the expiration of two (2) years from the date of the commencement of planning approval if the development for which the approval was given has not been substantially commenced. Where a planning approval for a development has lapsed, an application for renewal of a planning approval for that development shall be treated as a new application.

Carried

For the Motion: Cllr Allwright, Mayor Triffitt & Cllr Poore

Cllr Cassidy attended the meeting at 9.10am

6.1 DA2020/29: SUBDIVISION (REORGANISATION OF TITLES) – 1-2, 14 & 16 WIGRAMS WAY, LONDON LAKES

Report by

Jacqui Tyson (Senior Planning Officer)

Applicant

All Urban Planning Pty Ltd

Owner

Lot 42 Pty Ltd; J & S V & E West; V A Wardley & A K Lucan

Discretions

12.5.1 Subdivision

Proposal

The application is for a boundary reorganisation at Wigrams Way, London Lakes to move a 10m wide footway that forms part of the title encompassing Highland Waters lake from between 14 & 16 Wigrams Way to the eastern side of 14 Wigrams Way.

The footway is not constructed and no works are proposed. The owners of all three titles are supportive of the proposal.

The existing footway strip will be consolidated with 16 Wigrams Way (Lot 2) increasing the land area to 1.13ha. The new footway will be transferred from 14 Wigrams Way to the lake title, reducing the area of #14 to 9550m² (Lot 1).

The residential lots (14 and 16 Wigrams Way) are zoned Low Density Residential and the lake title is zoned Rural Resource.

The application has been prepared by a consultant planner and is supported by a planning assessment.

The proposal is discretionary owing to being a subdivision and is assessed against the subdivision standards for the Low Density Residential Zone pursuant to section 12.0 and the Rural Resource Zone, pursuant to section 26.0 of the Central Highlands Interim Planning Scheme 2015.

Subject Site and Locality

The proposal relates to land located on the southern side of Highland Waters, London Lakes, accessed from Wigrams Way. The two residential titles are currently vacant.

The London Lakes area consists of Low Density Residential lots arranged around the Highland Waters lake. Many of the lots are developed with dwelling, while others remain vacant. The surrounding area is mostly vegetated with forest.

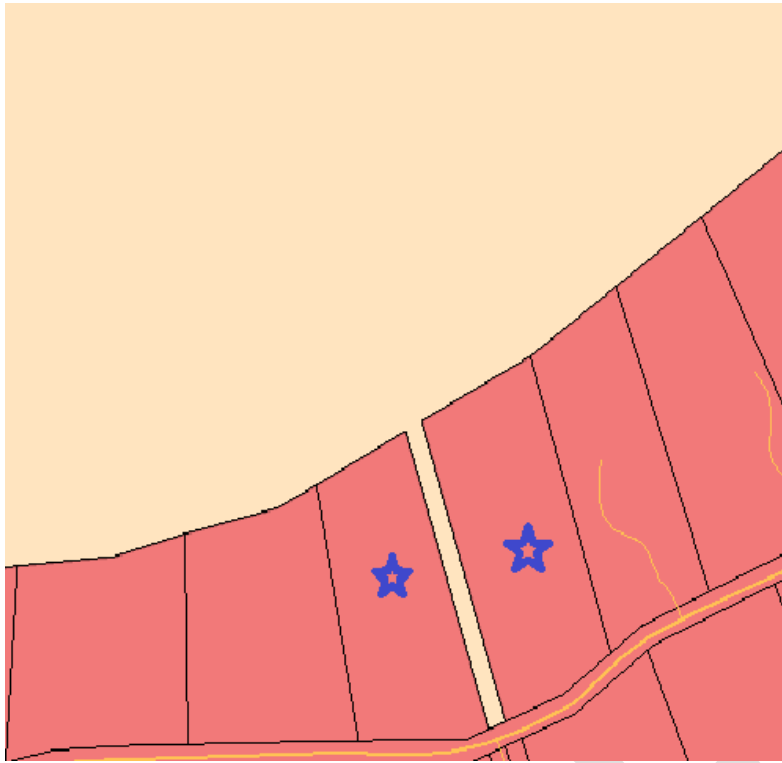


Fig 1. Location and zoning of the subject properties (marked by blue stars) in the Low Density Residential Zone, with the footway and lake title in the Rural Resource zone (Cream).
(Source: LISTmap)



Fig 2. Aerial photo of the subject land and surrounding area, subject land marked with blue stars. The existing footway title is marked with a red line and the proposed location is marked with a yellow line (Source: LISTmap)

Exemptions

Nil

Special Provisions

Nil

Use standards

There are no applicable use standards for subdivision.

Low Density Zone - Development standards for subdivision

The subject land is located in the Low Density Residential Zone. The proposal must satisfy the requirements of the following development standards, relevant to subdivisions:

| 12.5.1 Lot Design To provide for new lots that: | | |
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| (a) have appropriate area and dimensions to accommodate development consistent with the Zone Purpose and any relevant Local Area Objectives or Desired Future Character Statements; | | |
| (b) contain building areas which are suitable for residential development, located to avoid hazards and values and will not lead to land use conflict and fettering of resource development use on adjoining rural land; | | |
| (c) are not internal lots, except if the only reasonable way to provide for desired residential density. | | |
| Acceptable Solutions | Performance Criteria | OFFICER COMMENT |
| A1 The size of each lot must be in accordance with the following, except if for public open space, a riparian or littoral reserve or utilities: as specified in Table 12.1. | P1 No Performance Criteria. | <i>Table 12.1 specifies that the minimum lot size in the Low Density Residential Zone is 1500m².</i> <i>The proposed lots (1 and 2) exceed 1500m² in compliance with the Acceptable Solution.</i> |
| A2 The design of each lot must provide a minimum building area that is rectangular in shape and complies with all of the following, except if for public open space, a riparian or littoral reserve or utilities; (a) clear of the frontage, side and rear boundary setbacks; (b) not subject to any codes in this planning scheme; (c) clear of title restrictions such as easements and restrictive covenants; (d) has an average | P2 The design of each lot must contain a building area able to satisfy all of the following: (a) is reasonably capable of accommodating residential use and development; (b) meets any applicable standards in codes in this planning scheme; (c) enables future development to achieve reasonable solar access, given the slope and aspect of the land; (d) minimises the requirement for earth works, retaining walls, and cut & dill | <i>The design and layout of the proposed lots complies with the requirements of Acceptable Solution A2.</i> |

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| <p>slope of no more than 1 in 5;</p> <p>(e) is a minimum of 10 m x 15 m in size.</p> | <p>associated with future development;</p> | |
| <p>A3</p> <p>The frontage for each lot must be no less than the following, except if for public open space, a riparian or littoral reserve or utilities and except if an internal lot:</p> <p>30m.</p> | <p>P3</p> <p>The frontage of each lot must provide opportunity for reasonable vehicular and pedestrian access and must be no less than:</p> <p>6 m.</p> | <p><i>Each lot is provided with frontage of more than 30m to Wigrams Way in compliance with the Acceptable Solution.</i></p> |
| <p>A4</p> <p>No lot is an internal lot.</p> | <p>P4</p> <p>An internal lot must satisfy all of the following:</p> <p>(a) access is from a road existing prior to the planning scheme coming into effect, unless site constraints make an internal lot configuration the only reasonable option to efficiently utilise land;</p> <p>(b) it is not reasonably possible to provide a new road to create a standard frontage lot;</p> <p>(c) the lot constitutes the only reasonable way to subdivide the rear of an existing lot;</p> <p>(d) the lot will contribute to the more efficient utilisation of living land;</p> <p>(e) the amenity of neighbouring land is unlikely to be unreasonably affected by subsequent development and use;</p> <p>(f) the lot has access to a road via an access strip, which is part of the lot, or a right-of-way, with a width of no less than 3.6m;</p> <p>(g) passing bays are provided at appropriate distances along the access strip to service the</p> | <p><i>No lot is an internal lot, complying with the Acceptable Solution.</i></p> |

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| | <p>likely future use of the lot;</p> <p>(h) the access strip is adjacent to or combined with no more than three other internal lot access strips and it is not appropriate to provide access via a public road;</p> <p>(i) a sealed driveway is provided on the access strip prior to the sealing of the final plan.</p> <p>(j) the lot addresses and provides for passive surveillance of public open space and public rights of way if it fronts such public spaces.</p> | |
| <p>A5</p> <p>Setback from a new boundary for an existing building must comply with the relevant Acceptable Solution for setback.</p> | <p>P5</p> <p>Setback from a new boundary for an existing building must satisfy the relevant Performance Criteria for setback.</p> | <p><i>The land is vacant so this clause is not relevant.</i></p> |

12.5.3 Ways and Public Open Space

To ensure that the arrangement of ways and public open space provides for all of the following:

- (a) the provision of safe, convenient and efficient connections for accessibility, mobility and recreational opportunities for the community;
- (b) the adequate accommodation of pedestrian and cycling traffic;
- (c) the adequate accommodation of equestrian traffic.

| Acceptable Solutions | Performance Criteria | OFFICER COMMENT |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>A1</p> <p>No Acceptable Solution.</p> | <p>P1</p> <p>The arrangement of ways and public open space within a subdivision must satisfy all of the following:</p> <p>(a) connections with any adjoining ways are provided through the provision of ways to the common boundary, as appropriate;</p> <p>(b) connections with any neighbouring land with subdivision potential is provided through the provision of ways to the common boundary, as appropriate;</p> | <p><i>The proposal involves a footway so assessment against the Performance Criteria is required.</i></p> <p><i>The proposed relocation of the footway title will not result in any significant change to the function and potential use of this access strip in the future as no physical footway has been constructed.</i></p> <p><i>The new location will still provide a through way to the lake shore and provide the potential to formalise this in the future if the owner chooses to do so.</i></p> <p><i>All if the land involved is in private ownership. The footway is not a public asset</i></p> |

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| | <p>(c) connections with the neighbourhood road network are provided through the provision of ways to those roads, as appropriate;</p> <p>(d) new ways are designed so that adequate passive surveillance will be provided from development on neighbouring land and public roads as appropriate;</p> <p>(e) topographical and other physical conditions of the site are appropriately accommodated in the design;</p> <p>(f) the route of new ways has regard to any pedestrian & cycle way or public open space plan adopted by the Planning Authority;</p> <p>(g) new ways or extensions to existing ways must be designed to minimise opportunities for entrapment or other criminal behaviour including, but not limited to, having regard to the following:</p> <p>(i) the width of the way;</p> <p>(ii) the length of the way;</p> <p>(iii) landscaping within the way;</p> <p>(iv) lighting;</p> <p>(v) provision of opportunities for 'loitering';</p> <p>(vi) the shape of the way (avoiding bends, corners or other opportunities for concealment).</p> <p>(h) the route of new equestrian ways has regard to any equestrian trail plan adopted by the Planning Authority.</p> | <i>and this will not change.</i> |
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Rural Resource Zone - Development standards for subdivision

The existing footway is in the Rural Resource Zone. The proposal must satisfy the requirements of the following development standards, relevant to subdivisions:

26.5.2 Reorganisation of Boundaries

To promote the consolidation of rural resource land and to allow for the rearrangement of existing titles, where appropriate, to provide for a better division of land.

| Acceptable Solutions | Performance Criteria | OFFICER COMMENT |
|-----------------------------|-----------------------------|------------------------|
|-----------------------------|-----------------------------|------------------------|

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| <p>A1</p> <p>A lot is for public open space, a riparian or littoral reserve or utilities.</p> | <p>P1</p> <p>The reorganisation of boundaries must satisfy all of the following:</p> <p>(a) all existing lots are adjoining or separated only by a road;</p> <p>(b) no existing lot was formally a crown reserved road or other reserved land;</p> <p>(c) provide for the sustainable commercial operation of the land by either:</p> <p>(i) encompassing all or most of the agricultural land and key agricultural infrastructure (including the primary dwelling) in one lot, the 'primary agricultural lot', as demonstrated by a whole farm management plan,</p> <p>(ii) encompassing an existing or proposed non-agricultural rural resource use in one lot;</p> <p>(d) if a lot contains an existing dwelling, setbacks to new boundaries satisfy clause 26.4.2;</p> <p>(e) if containing a dwelling, other than the primary dwelling, the dwelling is surplus to rural resource requirements of the primary agricultural lot;</p> <p>(f) a new vacant lot must:</p> <p>(i) contain land surplus to rural resource requirements of the primary agricultural lot;</p> <p>(ii) contain a building area capable of accommodating residential development</p> | <p>The proposal is considered to comply with the Acceptable Solution as it is for the relocation of an existing footway access to the lake.</p> <p>The proposal will have no impact on agricultural land.</p> |
|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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| | <p>satisfying clauses 26.4.2 and 26.4.3.</p> <p>(iii) not result in a significant increase in demand for public infrastructure or services;</p> <p>(g) all new lots must comply the following:</p> <p>(i) be no less than 1ha in size;</p> <p>(ii) have a frontage of no less than 6m;</p> <p>(iii) be serviced by safe vehicular access arrangements;</p> <p>(h) be consistent with any Local Area Objectives or Desired Future Character Statements provided for the area.</p> | |
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Codes

E3.0 Landslide Code:

Parts of the subject land are within Low Landslide Hazard Areas under the Landslide Code.

The Code applies to all development including subdivision; however this proposal meets the exemptions of the code as there are no works and the hazard area is Low.

E11.0 Waterway and Coastal Protection Code:

Parts of the subject land around the lake are covered by Waterway Protection Areas under the Waterway and Coastal Protection Code.

The Code applies to all development including subdivision; however this proposal meets the exemptions of the code owing to there being no works required within a Waterway Protection Area.

Representations

The proposal was advertised for the statutory 14 days period from 11th June 2020 until 25th June 2020. No representations were received.

Conclusion

The proposed boundary reorganisation at Wigrams Way, London Lakes to move a footway that provides access from Wigrams Way to Highland Waters lake is assessed to comply with the requirements of the Low Density Residential and Rural Resource Zones and the relevant

codes of the *Central Highlands Interim Planning Scheme 2015* as outlined in the body of this report.

The proposal was advertised for public comment and no representations were received. It is recommended that the application be approved, subject to conditions.

Legislative Context

The purpose of the report is to enable the Planning Authority to determine the Development Application DA2020/29 in accordance with the requirements of the *Land Use Planning and Approvals Act 1993* (LUPAA). The provisions of LUPAA require a Planning Authority to take all reasonable steps to ensure compliance with the Planning Scheme.

This report details the reasons for the officers Recommendation. The Planning Authority must consider the report but is not bound to adopt the Recommendation. Broadly, the Planning Authority can either: (1) adopt the Recommendation, (2) vary the Recommendation by adding, modifying or removing recommended conditions or (3) replacing an approval with a refusal.

Any decision that is an alternative to the Recommendation requires a full statement of reasons to ensure compliance with the *Judicial Review Act 2000* and the *Local Government (Meeting Procedures) Regulations 2015*. Section 25 (2) of the *Local Government (Meeting Procedures) Regulations 2015* states:

25 (2): *The general manager is to ensure that the reasons for a decision by a council or council committee acting as a planning authority are recorded in the minutes of the meeting.*

Options

The Planning Authority must determine the Development Application DA2020/29 in accordance with one of the following options:

1. Approve in accordance with the Recommendation:-

In accordance with section 57 of the Land Use Planning and Approvals Act 1993 the Planning Authority **Approve** the Development Application DA2020/29 for subdivision (reorganisation of titles) at 1-2, 14 & 16 Wigrams Way, London Lakes, subject to conditions in accordance with the Recommendation.

2. Approve with altered conditions:-

In accordance with section 57 of the Land Use Planning and Approvals Act 1993 the Planning Authority **Approve** the Development Application DA2020/29 for subdivision (reorganisation of titles) at 1-2, 14 & 16 Wigrams Way, London Lakes, subject to conditions as specified below.

Should Council opt to approve the Development Application subject to conditions that are different to the Recommendation the modifications should be recorded below, as required by Section 25(2) of the Local Government (Meeting Procedures) Regulations 2015:

Alteration to Conditions:-

3. Refuse to grant a permit:-

In accordance with section 57 of the Land Use Planning and Approvals Act 1993 the Planning Authority **Refuse** the Development Application DA2020/29 for subdivision (reorganisation of titles) at 1-2, 14 & 16 Wigrams Way, London Lakes, for the reasons detailed below.

Should the Planning Authority opt to refuse to grant a permit contrary to the officers Recommendation, the reasons for the decision should be recorded below, as required by Section 25(2) of the Local Government (Meeting Procedures) Regulations 2015:

Reasons :-

RECOMMENDATION

Moved **Clr Poore**

Seconded **Clr Cassidy**

The proposal is assessed to substantially comply with the requirements of the Central Highlands Interim Planning Scheme 2015 and so in accordance with section 57 of the Land Use Planning and Approvals Act 1993, the Planning Authority is recommended to approve the application for DA2020/29 for subdivision (reorganisation of titles) at 1-2, 14 & 16 Wigrams Way, London Lakes, subject to the conditions below.

Recommended Conditions

General

- 1) The subdivision layout or development must be carried out substantially in accordance with the application for planning approval, the endorsed drawings and with the conditions of this permit and must not be altered or extended without the further written approval of Council.
- 2) This permit shall not take effect and must not be acted on until 15 days after the date of receipt of this permit unless, as the applicant and the only person with a right of appeal, you notify Council in writing that you propose to commence the use or development before this date, in accordance with Section 53 of the Land Use Planning and Approvals Act 1993.

Easements

- 3) Easements must be created over all drains, pipelines, wayleaves and services in accordance with the requirements of the Council's Municipal Engineer. The cost of locating and creating the easements shall be at the subdivider's full cost.

Covenants

- 4) Covenants or other similar restrictive controls that conflict with any provisions or seek to prohibit any use provided within the planning scheme must not be included or otherwise imposed on the titles to the lots created by this permit, either by transfer, inclusion of such covenants in a Schedule of Easements or registration of any instrument creating such covenants with the Recorder of Titles, unless such covenants or controls are expressly authorised by the terms of this permit or the consent in writing of the Council's General Manager.

Final plan

- 5) A final approved plan of survey and schedule of easements as necessary, together with one copy, must be submitted to Council for sealing. The final approved plan of survey must be substantially the same as the endorsed plan of subdivision and must be prepared in accordance with the requirements of the Recorder of Titles.
- 6) A fee of \$245.00, or as otherwise determined in accordance with Council's adopted fee schedule, must be paid to Council for the sealing of the final approved plan of survey.
- 7) All conditions of this permit, including either the completion of all works and maintenance or payment of security in accordance with this permit, must be satisfied before the Council seals the final plan of survey for each stage.
- 8) It is the subdivider's responsibility to notify Council in writing that the conditions of the permit have been satisfied and to arrange any required inspections.

The following advice applies to this permit:

- a) This permit does not imply that any other approval required under any other legislation has been granted.

- b) This planning approval shall lapse at the expiration of two (2) years from the date of the commencement of planning approval if the development for which the approval was given has not been substantially commenced. Where a planning approval for a development has lapsed, an application for renewal of a planning approval for that development shall be treated as a new application.

Carried

For the Motion: Cllr Allwright, Mayor Triffitt, Cllr Poore & Cllr Cassidy

7.0 OTHER BUSINESS

Planning Delegations

The delegations given to Council's Planning Officer under the *Land Use Planning and Approvals Act 1993* to assess Planning Applications were discussed.

RECOMMENDATION

Moved **Mayor Triffitt**

Seconded **Cllr Poore**

THAT a workshop be held on Tuesday 11th August 2020 to discuss delegations under the *Land Use Planning and Approvals Act 1993* and any other planning issues; and

THAT Council's Senior Planning Officer prepare a discussion paper for the workshop.

Carried

For the Motion: Cllr Allwright, Mayor Triffitt, Cllr Poore & Cllr Cassidy

Draft Local Provision Schedule (LPS)

Ms J Tyson advised that Damien Mackey and herself attended a post lodgement conference with the Tasmanian Planning Commission (TPC).

The TPC will now provide details on any further clarification required on the Draft LPS.

8.0 CLOSURE

There being no further business the meeting closed at 9.33am



THE HON MICHAEL MCCORMACK MP

Deputy Prime Minister
Minister for Infrastructure, Transport and
Regional Development

THE HON MARK COULTON MP

Minister for Regional Health, Regional
Communications and Local Government

Ref: MS20-000934

Mayor Kerry Hayes
Central Highlands Council
PO Box 20
HAMILTON TAS 7140

Dear Mayor

Letter of Offer – Local Roads and Community Infrastructure Program

We are writing to offer you, Central Highlands Council ABN 30 472 494 899, an Australian Government Grant under the Local Roads and Community Infrastructure (LRCI) Program.

The offer is for a grant of \$589,128 total, excluding GST, (the 'Grant') to undertake the Grant Activity as set out in the attached Grant Agreement.

The LRCI Program aims to assist a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement. It is expected councils, where possible, will use local businesses and workforces to deliver projects under the LRCI Program to ensure stimulus funding flows into local communities. Program guidelines are included with this letter and can also be accessed through the Department's website at www.investment.infrastructure.gov.au/lrci.

To accept this offer in relation to the Grant, please sign the attached Grant Agreement and send or email a scanned copy to IIP@infrastructure.gov.au by 31 July 2020, otherwise this offer will lapse. A legally binding agreement will be created once the Grant Agreement has also been signed by the Commonwealth, represented by the Department of Infrastructure, Transport, Regional Development and Communications ABN 86 267 354 017.

In agreeing to and signing the Grant Agreement, you confirm that you have read and understood the Program Guidelines and Grant Agreement.

Yours sincerely

MICHAEL MCCORMACK

MARK COULTON

Enc

Local Roads and Community Infrastructure Grant Agreement

between the Commonwealth represented by

Department of Infrastructure, Transport, Regional Development and Communications

And

The Grantee

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Grant Agreement

Once completed and executed by the Parties, this document, together with the Letter of Offer that accompanied this document, the Commonwealth Standard Grant Conditions (Schedule 1), and Schedule 2, forms an Agreement between the Commonwealth and the Grantee.

Parties to this Agreement

The Grantee is the entity identified in the Letter of Offer.

The Commonwealth

The Commonwealth of Australia represented by the
Department of Infrastructure, Transport, Regional Development and Communications
of 111 Alinga Street, Canberra, Australian Capital Territory

ABN 86 267 354 017

Background

The Commonwealth has agreed to enter this Agreement under which the Commonwealth will provide the Grantee with a Grant for the purpose of assisting the Grantee to undertake the associated Activity.

The Grantee agrees to use the Grant and undertake the Activity in accordance with this Agreement.

Scope of this Agreement

This Agreement comprises:

- (a) this document;
- (b) the Supplementary Terms (if any);
- (c) the Standard Grant Conditions (Schedule 1);
- (d) the Grant Details;
- (e) the Letter of Offer;
- (f) any other document referenced or incorporated in the Grant Details.

If there is any ambiguity or inconsistency between the documents comprising this Agreement in relation to the Grant, the document appearing higher in the list will have precedence to the extent of the ambiguity or inconsistency.

This Agreement represents the Parties' entire agreement in relation to the Grant provided under it and the relevant Activity and supersedes all prior representations, communications, agreements, statements and understandings, whether oral or in writing.

Certain information contained in or provided under this Agreement may be used for public reporting purposes.

Grant Details

A. Purpose of the Grant

The Grant is being provided as part of the Local Roads and Community Infrastructure Program (LRCI Program).

The objective of the LRCI Program is to stimulate additional infrastructure construction activity in local communities across Australia to assist communities to manage the economic impacts of COVID-19.

The intended outcomes of the LRCI Program are to:

- provide stimulus to protect and create local short-term employment opportunities through funded projects following the impacts of COVID-19; and
- deliver benefits to communities, such as improved road safety, accessibility and visual amenity.

The LRCI Program is administered by the Department of Infrastructure, Transport, Regional Development and Communications, referred to as 'the Department' throughout this agreement.

B. Activity

- 1 The Grantee is required to use the Grant funds to undertake the Eligible Projects set out in the approved Work Schedule.

2 Work Schedules

2.1 The Grantee must submit a draft Work Schedule in the manner and form notified by the Commonwealth, and in accordance with the requirements in this Agreement including Schedule 2.

2.2 The draft Work Schedule must contain the following information in relation to each of the nominated projects the Grantee proposes to undertake using the Grant:

- 2.2.1 project description, including details of how the project meets the Project Eligibility Requirements detailed in 5;
- 2.2.2 proposed timeframes for the project, including construction commencement date, construction duration and estimated construction completion date;
- 2.2.3 detail any Conflicts of Interest and management actions to manage these conflicts (see 7 below);
- 2.2.4 the amount of Grant funding required, and details of any other contributions to the total costs of the project, along with details of all proposed expenditure including confirmation that none of the proposed expenditure is Ineligible Expenditure;
- 2.2.5 maps in accordance with the mapping requirements notified by the Commonwealth on the Department's website;

2.2.6 expected number of jobs supported by the project over the construction period;

2.2.6.1 If some of the jobs supported by a project are new jobs/redistribution of personnel in the Grantee's workforces, labour costs for work undertaken must be derived from timesheets or via an equally acceptable method. Management time included in the expected number of jobs supported by a project must not include Ineligible Expenditures or costs associated with Ineligible Projects. Ineligible Projects and Ineligible Expenditures are set out at 6.

2.3 The total amount of Grant funding sought under the draft Work Schedule cannot exceed the amount of the Grant specified in the Letter of Offer.

3 The Commonwealth will review the draft Work Schedule following the process detailed in the Local Roads and Community Infrastructure Program Guidelines (as in force at the time the decision to approve the Work Schedule is made).

3.1 The Grantee will be advised in writing if its Work Schedule is approved.

3.2 The Commonwealth's approval of the draft Work Schedule may be subject to conditions, including:

3.2.1 the removal of some of the nominated projects where the Commonwealth does not consider they are Eligible Projects or otherwise meet the requirements of this Grant Agreement or the objectives of the LRCI Program – in which case the Grantee may submit an updated Work Schedule that includes additional nominated projects for approval at any time; or

3.2.2 the Grantee agreeing to amendments to this Grant Agreement required by the Commonwealth to implement any relevant government policy or that the Commonwealth otherwise considers necessary due to the value, nature, scope or location of the Activity or any nominated project.

3.3 The Commonwealth's decision regarding the approval of the draft Work Schedule and/or any conditions is at its absolute discretion and is final. Once approved, the Work Schedule forms part of this Grant Agreement. The approval of the Work Schedule is a condition for release of the First Instalment of Grant money.

4 A Grantee can only spend Grant money on Eligible Projects detailed in an Approved Work Schedule.

5 Project Eligibility Requirements

5.1 An Eligible Project is a project that meets the requirements of 5.2, 5.3, and 5.4; and; the requirements of 5.5 and/or 5.6;

5.2 An Eligible Project must be additional to the Grantee's existing work program for 2020-21.

5.2.1 A project brought forward from a post 2020-21 work plan is additional.

- 5.2.2 A project for which the Grantee has substituted Grant money for their own funding or other sources of funding is not additional. The purpose of the LRCI Program funding is to enable Grantees to undertake projects that are additional to what they had planned to undertake using their own funds to stimulate local economies and employment opportunities.

5.3 A project must deliver benefits to the community.

5.4 Construction on the project must be completed by 30 June 2021, unless otherwise agreed by the Commonwealth due to exceptional circumstances.

5.5 Eligible local road projects are projects that involve the construction or maintenance of roads managed by local governments. Local governments are encouraged to consider how works can support improved road safety outcomes. This could include projects involving any of the following associated with a road:

- 5.5.1 traffic signs;
- 5.5.2 traffic control equipment;
- 5.5.3 street lighting equipment;
- 5.5.4 a bridge or tunnel;
- 5.5.5 a facility off the road used by heavy vehicles in connection with travel on the road (for example, a rest area or weigh station);
- 5.5.6 facilities off the road that support the visitor economy;
- 5.5.7 road and sidewalk maintenance, where additional to normal capital works schedules.

5.6 Eligible community infrastructure projects are projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public.

Projects that involve the construction, maintenance and/or improvements to state/territory and crown owned land/assets and Commonwealth owned land/assets, can also be Eligible Projects where the Council can confirm that they have the authority of the land or asset owner to undertake the project at the nominated site(s) and the sites are accessible to the public (including natural assets).

- 5.6.1 These projects must deliver benefits to the community, such as improved accessibility, visual amenity, and/or safety. Examples of eligible works include:
 - 5.6.1.1 Closed Circuit TV (CCTV);
 - 5.6.1.2 bicycle and walking paths;
 - 5.6.1.3 painting or improvements to community facilities;
 - 5.6.1.4 repairing and replacing fencing;
 - 5.6.1.5 improved accessibility of community facilities and areas;

- 5.6.1.6 landscaping improvements, such as tree planting and beautification of roundabouts;
- 5.6.1.7 picnic shelters or barbeque facilities at community parks;
- 5.6.1.8 playgrounds and skate parks (including all ability playgrounds);
- 5.6.1.9 noise and vibration mitigation measures; and
- 5.6.1.10 off-road car parks (such as those at sporting grounds or parks).

5.7 If Grant funds will be used for fifty per cent or less of the total cost of a project, which meets the below requirements:

- 5.7.1 Grant funds allocated to the project will be used to cover the cost of construction activity to 30 June 2021;
- 5.7.2 all other Eligible Project requirements (except 5.4) are met;
- 5.7.3 the Project will complete construction by 30 June 2022; and
- 5.7.4 The Commonwealth was made aware that the project was intended to meet the requirements of this section.

The part of the project paid for by the Commonwealth may be approved as an Eligible Project.

6 Ineligible Projects/Ineligible Expenditure

6.1 Grant money cannot be used for Ineligible Projects or Ineligible Expenditure.

Ineligible Projects and Ineligible Expenditure are the Grantee's business as usual activities and costs, or any other activities and costs not associated with Eligible Projects, including those set out at 6.2.

6.2 The following is a non-exhaustive list of examples of Ineligible Projects or Ineligible Expenditures:

- 6.2.1 costs incurred in the preparation of a draft Work Schedule or related documentation;
- 6.2.2 general administrative overheads and staff salaries not connected with Eligible Projects;
- 6.2.3 subsidy of general ongoing administration of an organisation such as electricity, phone and rent;
- 6.2.4 projects that receive Australian, state or territory government funding for the same purpose (unless otherwise agreed by the Commonwealth);
- 6.2.5 commencement ceremony, opening ceremony or any other event associated with Eligible Projects;
- 6.2.6 transport planning studies;
- 6.2.7 road rehabilitation studies (if not part of an Eligible Project);
- 6.2.8 community/public art;

- 6.2.9 road building plant or other capital equipment especially moveable equipment (e.g. graders);
- 6.2.10 training (if not part of an Eligible Project);
- 6.2.11 public liability insurance;
- 6.2.12 fringe benefits tax;
- 6.2.13 GST payable component of a supply;
- 6.2.14 finance leases on equipment;
- 6.2.15 depreciation, except for depreciation of plant and equipment directly attributable to a grant funded eligible project;
- 6.2.16 stand-alone design and preliminary works;
- 6.2.17 operating lease charges where the rental expense cannot be directly linked to the grant project (e.g. a grader may be hired for a period for a variety of tasks, only charges that specifically relate to the Eligible Project can be charged against the grant funds);
- 6.2.18 overseas travel; and
- 6.2.19 the covering of retrospective costs.

6.3 The Commonwealth may determine further costs to be Ineligible Expenditures and notify the Grantee of these expenditures.

7 Conflicts of Interest

7.1 The Grantee must disclose if any of their personnel:

- 7.1.1 has a relationship with, or interest in, an organisation, which is likely to interfere with or restrict the Grantee from carrying out the Activities and/or implementing the Work Schedule fairly and independently; or
- 7.1.2 has a relationship with, or interest in, an organisation which may be awarded work in relation to a nominated project or is otherwise to be involved in the implementation of the Work Schedule.

7.2 The Grantee must include in the Work Schedule:

- 7.2.1 any details of any real, apparent, or potential conflicts of interest (as detailed in 7.1) that may arise in relation to the Grantee's nominated projects, or the program;
- 7.2.2 details of how the Grantee proposes to manage these or any other conflict of interest that may arise; or
- 7.2.3 that to the best of their knowledge, there are no conflicts of interest.

7.3 The Grantee must include in the Work Schedule details of the arrangements it will implement to effectively manage conflicts of interest in relation to the conduct of projects. If a Grantee later identifies an actual, apparent, or perceived conflict of interest during the conduct of an Eligible Project, they must inform the Commonwealth Representative of the conflict of Interest in writing immediately; and detail how they intend to manage it.

8 Media Releases

8.1 If the Grantee proposes to issue any media release relating to an Eligible Project, it must:

8.1.1 at least two business days prior to its proposed release, unless otherwise agreed by the Commonwealth, provide a copy of the proposed media release to the Commonwealth and obtain the Commonwealth's agreement to the media release; and

8.1.2 provide the relevant local Federal Member of Parliament with the opportunity to participate in the media release.

8.2 Within seven calendar days of receipt of an instalment, the Grantee must provide via email to the relevant local Federal Member of Parliament (with a copy provided to the Commonwealth) a summary of all Eligible Projects, commencing, in progress, and completing in a Federal Electorate and the funds claimed against those Eligible Projects under this Grant Agreement.

9 Eligible Project Events

9.1 If the Grantee proposes to hold a works commencement ceremony, opening ceremony or any other event in relation to the commencement/opening/reopening of an Eligible Project, they must inform the Commonwealth and the relevant local Federal Member of Parliament of the proposed ceremony or event:

9.1.1 at least two weeks before the proposed ceremony or event is to be held; and

9.1.2 provide details of the proposed ceremony or event, including proposed invitees and order of proceedings.

10 Signage

10.1 The Grantee must erect a sign for each Eligible Project over \$10,000, at the time work on the Eligible Project commences.

10.2 The sign must be erected in accordance with the Signage Guidelines available on the Department's website.

11 Changes to Grantees and Eligible Projects

11.1 Grantees must notify the Commonwealth of significant changes that are likely to affect an Eligible Project or their participation in the LRCI Program. This includes any key changes to the Grantee's organisation, particularly if it affects their ability to complete an Eligible Project, carry on their business and pay debts due.

11.2 A Grantee's Representative is the Formal Contact the Grantee uses for the Roads to Recovery program unless otherwise agreed by the Commonwealth. A Grantee must inform the Commonwealth of any changes to their:

11.2.1 name;

11.2.2 addresses;

11.2.3 Grantee's Representative details; or

11.2.4 bank account details.

11.3 Any changes to a Grantee's Representative identified at 11.2 must follow the process notified by the Commonwealth.

C. Duration of the Grant

| Activity start date | Activity Completion Date |
|------------------------------------|------------------------------|
| The Activity starts on 1 July 2020 | and ends on 31 December 2021 |

12 Activity Timeframe

12.1 Construction activity on Eligible Projects must be undertaken between 1 July 2020 and 30 June 2021, other costs associated with Eligible Projects may continue to 31 December 2021.

12.2 The Agreement ends on 30 June 2022 which is the **Agreement End Date**.

D. Payment of the Grant

13 The total amount of the Grant is the Nominal Funding Allocation approved in relation to the Grantee contained in the Letter of Offer.

13.1 A Grantee's bank account for the LRCI program is the bank account the Grantee uses for the Roads to Recovery Program. A change to a bank account must follow the process notified by the Commonwealth.

14 Grant Instalments

14.1 Grant Instalments will be paid in accordance with the instalments set out in Table 1 below, subject to:

14.1.1 any necessary amendments being made to the *Financial Framework (Supplementary Powers) Regulations 1997* to authorise expenditure being made under the LSCI program;

14.1.2 receipt of required Reports by the Commonwealth;

14.1.3 the Commonwealth's decision on Reports and information provided therein;

14.1.4 the required information contained in Work Schedules;

14.1.5 the Commonwealth's consideration of other relevant information;

14.1.6 compliance by the Grantee with its obligations under this Agreement; and

14.1.7 any further requirements in the Local Roads and Community Infrastructure Program Guidelines (as in force at the time the decision to make a payment is made) being met.

15 Payments will be paid in accordance with Table 1: Grant Payments

| Table 1: Grant Payments | | |
|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Payment milestone | Grant payment date | Amount |
| First Instalment: Work Schedule approval payment | Within four weeks of the Work Schedule being approved. | The first payment will be equal to 50 per cent of a Grantee's Nominal Funding Allocation. |
| Second Instalment: Top up - mid program progress payment | Within four weeks of the Secretary of the Commonwealth or their Delegate's decision on the following: 1) an updated Work Schedule; and 2) the second Quarterly Report submitted between 1–31 January 2021. | <p>The Second Instalment will be equal to the Grantee's:</p> <ul style="list-style-type: none"> • actual expenditure up until 31 December 2020; and • projected expenditure to 31 March 2021 on Eligible Projects in an Approved Work Schedule <p>less:</p> <ul style="list-style-type: none"> • the First Instalment; and • 10 per cent of the Nominal Funding Allocation. <p>If, following the method of calculation above, the Grantee's second instalment would be less than zero, the Grantee will not receive any money in their second instalment.</p> |
| Second Instalment: Early Access | If all grant money has been expended in advance of 1 January 2021. Within four weeks of the Secretary of the Commonwealth's or their Delegate's decision on the following: 1) an updated Work Schedule; and 2) an Ad hoc report. | <p>The Second Instalment will be equal to the Grantee's:</p> <ul style="list-style-type: none"> • actual expenditure up until 31 December 2020; and • projected expenditure to 31 March 2021 on Eligible Projects in an Approved Work Schedule <p>less:</p> <ul style="list-style-type: none"> • the First Instalment; and • 10 per cent of the Nominal Funding Allocation. <p>If, following the method of calculation above, the Grantee's second instalment would be less than zero, the Grantee will not receive any money in their second instalment.</p> |

| | | |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Third Instalment: | Within four weeks of the Secretary of the Commonwealth or their Delegate's decision being made to release the final instalment upon receipt of the Annual Report. | The Third Instalment will be the lesser of: |
| Final payment | | <ul style="list-style-type: none"> the residual amount of a Grantee's Nominal Funding Allocation; or total eligible expenditure under the program <p>less instalments paid to date.</p> |

E. Reporting

16 The Grantee agrees to update Work Schedules in accordance with;

16.1 the Local Roads and Community Infrastructure Program Guidelines as in force from time to time; and

16.2 any other requirements notified by the Commonwealth.

16.3 At a minimum, a Grantee must update a Work Schedule in accordance with any requirements notified by the Commonwealth, immediately prior to submitting the second Quarterly Report or immediately before submission of an Ad hoc report for Early Access to the Second Instalment.

17 The Grantee agrees to create the following reports in the manner and form specified by the Commonwealth and provide the reports to the Commonwealth representative:

17.1 Quarterly Reports;

17.2 Annual Reports;

17.3 Ad hoc Reports (if required).

17.4 The Grantee must provide Reports in accordance with the timeframes at **Table 2: Reports** unless 17.5 applies.

17.5 If the Grantee has expended all Grant funds and/or returned any Grant funds additional to the requirements of the Activity, after providing the Quarterly Report for the quarter in which this occurs, the Grantee will not be required to provide any further Quarterly Reports, but will be required to provide the Annual Report.

| Table 2: Reports | | |
|--------------------------------------------------|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Lodgement period for Quarterly Reports | Quarter: Actual expenditure period | Quarterly Report |
| 1–31 October 2020 | 1 July to 30 September 2020 | Mid payment update of Work schedule. Actual expenditure and eligible project updates for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter. |
| 1–31 January 2021 | 1 October to 31 December 2020 | Actual expenditure and eligible project updates for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter. |
| 1–30 April 2021 | 1 January to 31 March 2021 | Actual expenditure and eligible project updates for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter. |
| Annual Report must be provided by 14 August 2021 | 1 July 2020 to 30 June 2021 | Annual Report Actual expenditure and eligible project updates from 1 July 2020/Commencement of program to 30 June 2021. |

| | | |
|-------------------|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1–31 October 2021 | 1 July 2021 – 30 September 2021 (if required) | Actual expenditure for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter. |
| 1–31 January 2022 | 1 October 2021 to 31 December 2021 (if required) | Actual expenditure for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter. |

18 Quarterly Reports

- 18.1 Quarterly Reports must be in the manner and form notified by the Commonwealth.
- 18.2 A Quarterly Report must include the following information:
- 18.2.1 the amount of Grant funding spent (actual expenditure) for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates;
 - 18.2.2 the amount of Grant funding (proposed expenditure) which the Grantee intends to spend on Eligible Projects in the quarter following the report;
 - 18.2.3 details of progress towards completion of Eligible Projects;
 - 18.2.4 estimated and/or confirmed jobs supported by the Grant funding; and
 - 18.2.5 such other information notified by the Commonwealth from time to time.
- 18.3 The figures in the Quarterly Reports should be prepared on an accrual basis.

19 Annual Reports

- 19.1 Annual Reports must be in the manner and form notified by the Commonwealth.
- 19.2 Annual Reports must include the following information:
- 19.2.1 Total amount of Grant funding made available and subsequently received over the financial year;
 - 19.2.2 Total amount of Grant funding spent on Eligible Projects;

- 19.2.3 Total amount (if any) of Grant funding unspent and either returned or will be returned to the Commonwealth;
- 19.2.4 a written Financial Statement by the Chief Executive Officer or equivalent officer however named. The Financial Statement must be in the form specified by the Commonwealth and include:
- 19.2.4.1 the amount of Grant payment which remained unspent from the financial year;
 - 19.2.4.2 the amount of Grant payments received by the Grantee in the financial year;
 - 19.2.4.3 the amount of Grant payments available for expenditure by the Grantee on Eligible Projects in that year;
 - 19.2.4.4 the amount spent by the Grantee during that year out of the Grant payments available for expenditure by the Grantee during that year;
 - 19.2.4.5 the amount (if any) retained at the end of that year by the Grantee out of Grant payments available for expenditure by the Grantee during that year and which remained unspent at the end of that year;

Note: The figures in the Chief Executive Officer's financial statement should be calculated on an accrual basis.

- 19.2.5 a report in writing and signed by an appropriate auditor stating whether, in the auditor's opinion:
- 19.2.5.1 the Chief Executive Officer's financial statement is based on proper accounts and records;
 - 19.2.5.2 the Chief Executive Officer's financial statement is in agreement with the accounts and records;
 - 19.2.5.3 the expenditure referred to in subparagraph (d)(iv) has been on Eligible Projects under the LRCI Program; and
 - 19.2.5.4 the amount certified by the Chief Executive Officer in the Chief Executive Officer's financial statement as the Grantee's own source expenditure is based on, and in agreement with, proper accounts and records.

19.2.6 Any further information notified by the Commonwealth.

20 Ad Hoc Reports

- 20.1 If the Grantee has spent all of their First Instalment in advance of 1 January 2021, the grantee can submit an Ad hoc report to access their Second Instalment of Grant funds early.
- 20.2 An Ad hoc report must be in the manner and form specified by the Commonwealth.
- 20.3 An Ad hoc report must contain the following information:

- 20.3.1 the amount of Grant funding spent from 1 July 2020 until the date specified in the Ad Hoc Report;
- 20.3.2 the amount of grant funding which the Grantee intends to spend on Eligible Projects following the report until 31 March 2021;
- 20.3.3 details of progress towards completion of Eligible Projects; including any evidence required per the Local Roads and Community Infrastructure Program Guidelines;
- 20.3.4 estimated and/or confirmed jobs supported by Grant funding; and
- 20.3.5 such other information notified by the Commonwealth from time to time.

20.4 The submission of an Ad hoc report does not negate the requirement to submit Quarterly Reports or an Annual Report.

F. Party representatives and address for notices

Grantee's representative and address

The Grantee's Representative is the Grantee's Formal Contact under the Roads to Recovery program unless otherwise agreed by the Commonwealth.

Commonwealth representative and address

| | |
|--------------------------|------------------------------------------------------------------------|
| Name of representative | Daniel Caruso |
| Position | Assistant Secretary, COVID Recovery Infrastructure Investment Stimulus |
| Postal address | GPO Box 594, Canberra Australian Capital Territory 2601 |
| Physical address | 111 Alinga Street, Canberra, Australian Capital Territory |
| Business hours telephone | 02 6274 6522 |
| Email | Daniel.Caruso@infrastructure.gov.au |

The Parties' representatives will be responsible for liaison and the day-to-day management of the Grant, as well as accepting and issuing any written notices in relation to the Grant.

G. Activity Material

N/A.

Supplementary Terms from Clause Bank

1. Other Contributions

N/A

2. Activity budget

N/A

3. Intellectual property in Activity Material

N/A

3A. Intellectual property – research

N/A

3B. Creative Commons licence

N/A

4. Access/Monitoring/Inspection

4.1. The Grantee agrees to give the Commonwealth, or any persons authorised in writing by the Commonwealth:

- (a) access to premises where the Activity is being performed and/or where Material relating to the Activity is kept within the time period specified in a Commonwealth notice; and
- (b) permission to inspect and take copies of any Material relevant to the Activity.

4.2. The Auditor-General and any Information Officer under the *Australian Information Commissioner Act 2010* (Cth) (including their delegates) are persons authorised for the purposes of clause CB4.1.

4.3. This clause CB4 does not detract from the statutory powers of the Auditor-General or an Information Officer (including their delegates).

5. Equipment and Assets

N/A

6. Specified Personnel

N/A

7. Relevant qualifications, licences, permits, approvals or skills

7.1. The Grantee agrees to ensure that personnel performing work in relation to the Activity: and

- (a) are appropriately qualified to perform the tasks indicated;
- (b) have obtained the required qualifications, licences, permits, approvals or skills before performing any part of the Activity and
- (c) continue to maintain all relevant qualifications, licences, permits, approvals or skills for the duration of their involvement with the Activity.

8. Vulnerable Persons

N/A

9. **Child safety**

N/A

10. **Commonwealth Material, facilities and assistance**

N/A

11. **Jurisdiction**

N/A

12. **Grantee trustee of Trust**

N/A

13. **Fraud**

13.1. In this Agreement, Fraud means dishonestly obtaining a benefit, or causing a loss, by deception or other means, and includes alleged, attempted, suspected or detected fraud.

13.2. The Grantee must ensure its personnel and subcontractors do not engage in any Fraud in relation to the Activity.

13.3. If the Grantee becomes aware of:

(a) any Fraud in relation to the performance of the Activity; or

(b) any other Fraud that has had or may have an effect on the performance of the Activity;

then it must within 5 business days report the matter to the Commonwealth and all appropriate law enforcement and regulatory agencies.

13.4. The Grantee must, at its own cost, investigate any Fraud referred to in clause CB13.3 in accordance with the Australian Government Investigations Standards available at www.ag.gov.au.

13.5. The Commonwealth may, at its discretion, investigate any Fraud in relation to the Activity. The Grantee agrees to co-operate and provide all reasonable assistance at its own cost with any such investigation.

13.6. This clause survives the termination or expiry of the Agreement.

14. **Prohibited dealings**

N/A

15. **Anti-corruption**

15.1. In this Agreement:

Illegal or Corrupt Practice means directly or indirectly:

(a) making or causing to be made, any offer, gift, payment, consideration or benefit of any kind to any party, or

(b) receiving or seeking to receive, any offer, gift, payment, consideration or benefit of any kind from any party, as an inducement or reward in relation to the performance of the Activity, which would or could be construed as an illegal or corrupt practice.

- 15.2. The Grantee warrants that the Grantee, its officers, employees, contractors, agents and any other individual or entity involved in carrying out the Activity have not, engaged in an Illegal or Corrupt Practice.
- 15.3. The Grantee agrees not to, and to take all reasonable steps to ensure that its officers, employees, contractors, agents and any other individual or entity involved in carrying out the Activity do not:
 - (a) engage in an Illegal or Corrupt Practice; or
 - (b) engage in any practice that could constitute the offence of bribing a foreign public official contained in section 70.2 of the Criminal Code Act 1995 (Cth).
- 15.4. The Grantee agrees to inform the Commonwealth within five business days if the Grantee becomes aware of any activity as described in CB15.3 in relation to the performance of the Activity.
16. **Step-in rights**
N/A
17. **Grant Administrator**
N/A
18. **Management Adviser**
N/A
19. **Indemnities**
N/A
20. **Compliance with Legislation and policies**
 - 20.1. In this Agreement: Legislation means a provision of a statute or subordinate legislation of the Commonwealth, or of a State, Territory or local authority
 - 20.2. The Grantee agrees to comply with all Legislation applicable to its performance of this Agreement.
 - 20.3. The Grantee agrees, in carrying out its obligations under this Agreement, to comply with any of the Commonwealth's policies as notified, referred or made available by the Commonwealth to the Grantee (including by reference to an internet site).
21. **Work health and safety**
 - 21.1. The Grantee agrees to ensure that it complies at all times with all applicable work health and safety legislative and regulatory requirements and any additional work health and safety requirements set out in the Grant Details.
 - 21.2. If requested by the Commonwealth, the Grantee agrees to provide copies of its work health and safety management plans and processes and such other details of the arrangements it has in place to meet the requirements referred to in clause ST21.1.
 - 21.3. When using the Commonwealth's premises or facilities, the Grantee agrees to comply with all reasonable directions and procedures relating to work health and safety and security in effect at those premises or facilities, as notified by the

Commonwealth or as might reasonably be inferred from the use to which the premises or facilities are being put.

22. **Transition**

N/A

23. **Corporate governance**

N/A

23A. **Incorporation requirement**

N/A

24. **Counterparts**

N/A

25. **Employees subject to SACS Decision**

N/A

26. **Program interoperability with National Disability Insurance Scheme**

N/A

27. **Rollover of surplus and uncommitted funds**

N/A

28. **Secret and Sacred Indigenous Material**

N/A

Signature

Executed as an agreement:

Grantee

| | |
|---------------------------------------------------------------------------------|--|
| Full legal name of the Grantee <name of the grantee> <ABN of the grantee> | |
| Signatory Name | |
| Signature | |
| Date | |
| Witness Name | |
| Signature and date | |

Commonwealth

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Signed for and on behalf of the Commonwealth of Australia as represented by the Commonwealth of Infrastructure, Transport, Regional Development and Communications | |
| Name | |
| Position | |
| Date | |
| Signature | |
| Witness Name | |
| Signature and date | |

Schedule 1: Commonwealth Standard Grant Conditions

1. Undertaking the Activity

- 1.1. The Grantee agrees to undertake the Activity for the purpose of the Grant in accordance with this Agreement.
- 1.2. The Grantee is fully responsible for the Activity and for ensuring the performance of all its obligations under this Agreement in accordance with all relevant laws. The Grantee will not be relieved of that responsibility because of:
 - (a) the grant or withholding of any approval or the exercise or non-exercise of any right by the Commonwealth; or
 - (b) any payment to, or withholding of any payment from, the Grantee under this Agreement.

2. Payment of the Grant

- 2.1. The Commonwealth agrees to pay the Grant to the Grantee in accordance with the Grant Details.
- 2.2. Notwithstanding any other provision of this Agreement, the Commonwealth may by notice withhold payment of any amount of the Grant and/or take any other action specified in the Supplementary Terms if it reasonably believes that:
 - (a) the Grantee has not complied with this Agreement;
 - (b) the Grantee is unlikely to be able to perform the Activity or manage the Grant in accordance with this Agreement; or
 - (c) there is a serious concern relating to the Grantee or this Agreement that requires investigation.
- 2.3. A notice under clause 2.2 will contain the reasons for any action taken under clause 2.2 and, where relevant, the steps the Grantee can take to address those reasons.
- 2.4. The Commonwealth will only be obliged to pay a withheld amount once the Grantee has addressed the reasons contained in a notice under clause 2.2 to the Commonwealth's reasonable satisfaction.

3. Acknowledgements

- 3.1. The Grantee agrees not to make any public announcement, including by social media, in connection with the awarding of the Grant without the Commonwealth's prior written approval.
- 3.2. The Grantee agrees to acknowledge the Commonwealth's support in all Material, publications and promotional and advertising materials published in connection with this Agreement. The Commonwealth may notify the Grantee of the form of acknowledgement that the Grantee is to use.
- 3.3. The Grantee agrees not to use the Commonwealth Coat of Arms in connection with the Grant or the Activity without the Commonwealth's prior written approval.

4. Notices

- 4.1. Each Party agrees to promptly notify the other Party of anything reasonably likely to adversely affect the undertaking of the Activity, management of the Grant or its performance of any of its other requirements under this Agreement.
- 4.2. A notice given by a Party under this Agreement must be in writing and addressed to the other Party's representative as set out in the Grant Details or as most recently updated by notice given in accordance with this clause.
- 4.3. A notice is deemed to be effected:
 - (a) if delivered by hand - upon delivery to the relevant address;
 - (b) if sent by post - upon delivery to the relevant address; or
 - (c) if transmitted electronically - upon actual receipt by the addressee.
- 4.4. A notice received after 5.00 pm, or on a day that is a Saturday, Sunday or public holiday, in the place of receipt, is deemed to be effected on the next day that is not a Saturday, Sunday or public holiday in that place.
- 4.5. The Commonwealth may, by notice, advise the Grantee of changes to the Agreement that are minor or of an administrative nature, provided that any such changes do not increase the Grantee's obligations under this Agreement. Such changes, while legally binding, are not variations for the purpose of clause 8.

5. Relationship between the Parties

A Party is not by virtue of this Agreement the employee, agent or partner of the other Party and is not authorised to bind or represent the other Party.

6. Subcontracting

- 6.1. The Grantee is responsible for the performance of its obligations under this Agreement, including in relation to any tasks undertaken by subcontractors.
- 6.2. The Grantee agrees to make available to the Commonwealth the details of any of its subcontractors engaged to perform any tasks in relation to this Agreement upon request.

7. Conflict of interest

- 7.1. Other than those which have already been disclosed to the Commonwealth, the Grantee warrants that, to the best of its knowledge, at the date of this Agreement neither it nor its officers have any actual, perceived or potential conflicts of interest in relation the Activity.
- 7.2. If during the term of the Agreement, any actual, perceived or potential conflict arises or there is any material change to a previously disclosed conflict of interest, the Grantee agrees to:
 - (a) notify the Commonwealth promptly and make full disclosure of all relevant information relating to the conflict; and
 - (b) take any steps the Commonwealth reasonably requires to resolve or otherwise deal with that conflict.

8. Variation, assignment and waiver

- 8.1. This Agreement may be varied in writing only, signed by both Parties.

- 8.2. The Grantee cannot assign its obligations, and agrees not to assign its rights, under this Agreement without the Commonwealth's prior approval.
- 8.3. The Grantee agrees not to enter into negotiations with any other person for the purposes of entering into an arrangement that will require novation of, or involve any assignment of rights under, this Agreement without first consulting the Commonwealth.
- 8.4. A waiver by a Party of any of its rights under this Agreement is only effective if it is in a signed written notice to the other Party and then only to the extent specified in that notice.

9. Taxes, duties and government charges

- 9.1. The parties have entered into this Grant Agreement on the understanding that the Commonwealth and the Grantee are both government related entities, and that the amount of the Grant and anything else the Grantee receives from another entity in relation to any supply under this Agreement does not exceed the Grantee's cost of making that supply. On this basis, and in accordance with GSTR 2012/2 the parties rely on s.9-17 of the GST Act for no GST being imposed in connection with a supply made under this Agreement. Consequently, the actual and projected expenditure the Grantee reports to the Commonwealth must exclude the GST component on goods and services, and the payments the Commonwealth makes under this Agreement will not include GST.
- 9.2. The Grantee agrees to pay all taxes, duties and government charges imposed or levied in Australia or overseas in connection with the performance of this Agreement, except as provided by this Agreement.
- 9.3. If Goods and Services Tax (GST) is payable by a supplier on any supply made under this Agreement, the recipient of the supply will pay to the supplier an amount equal to the GST payable on the supply, in addition to and at the same time that the consideration for the supply is to be provided under this Agreement.
- 9.4. If at the commencement of the Agreement the Grantee is not registered for GST and during the term of the Agreement the Grantee becomes, or is required to become, registered for GST, the Grantee agrees to notify the Commonwealth in writing within 7 days of becoming registered for GST.

10. Spending the Grant

- 10.1. The Grantee agrees to spend the Grant for the purpose of performing the Activity and otherwise in accordance with this Agreement.
- 10.2. Within one month after the Activity Completion Date, the Grantee agrees to provide a statement signed by the Grantee in a form specified by the Commonwealth verifying the Grant was spent in accordance with this Agreement.

11. Repayment

- 11.1. If any amount of the Grant:
 - (a) has been spent other than in accordance with this Agreement; or
 - (b) is additional to the requirements of the Activity; then the Commonwealth may by written notice:

- (c) require the Grantee to repay that amount to the Commonwealth;
 - (d) require the Grantee to deal with that amount as directed by the Commonwealth;
- or
- (e) deduct the amount from subsequent payments of the Grant or amounts payable under another agreement between the Grantee and the Commonwealth.
- 11.2. If the Commonwealth issues a notice under this Agreement requiring the Grantee to repay a Grant amount:
- (a) the Grantee must do so within the time period specified in the notice;
 - (b) the Grantee must pay interest on any part of the amount that is outstanding at the end of the time period specified in the notice until the outstanding amount is repaid in full; and
 - (c) the Commonwealth may recover the amount and any interest under this Agreement as a debt due to the Commonwealth without further proof of the debt being required.

12. **Record keeping**

- 12.1. The Grantee agrees to keep financial accounts and other records that:
- (a) detail and document the conduct and management of the Activity;
 - (b) identify the receipt and expenditure of the Grant separately within the Grantee's accounts and records so that at all times the Grant is identifiable; and
 - (c) enable all receipts and payments related to the Activity to be identified and reported.
- 12.2. The Grantee agrees to keep the records for five years after the Activity Completion Date or such other time specified in the Grant Details and provide copies of the records to the Commonwealth upon request.

13. **Reporting and Liaison**

- 13.1. The Grantee agrees to provide the Reporting Material specified in the Grant Details to the Commonwealth.
- 13.2. In addition to the obligations in clause 13.1, the Grantee agrees to:
- (a) liaise with and provide assistance and information to the Commonwealth as reasonably required by the Commonwealth; and
 - (b) comply with the Commonwealth's reasonable requests, directions and monitoring requirements,
in relation to the Activity.
- 13.3. If the Commonwealth acting reasonably has concerns regarding the performance of the Activity or the management of the Grant, the Commonwealth may by written notice require the Grantee to provide one or more additional reports, containing the information and by the date(s), specified in the notice.
- 13.4. The Grantee acknowledges that the giving of false or misleading information to the Commonwealth is a serious offence under the Criminal Code Act 1995 (Cth).

14. **Privacy**

- 14.1. When dealing with Personal Information in carrying out the Activity, the Grantee agrees:

- (a) to comply with the requirements of the Privacy Act 1988 (Cth); and
- (b) not to do anything which, if done by the Commonwealth, would be a breach of an Australian Privacy Principle.

15. Confidentiality

- 15.1. The Parties agree not to disclose each other's confidential information without the other Party's prior written consent unless required or authorised by law or Parliament to disclose.
- 15.2. The Commonwealth may disclose the Grantee's confidential information where;
 - (a) the Commonwealth is providing information about the Activity or Grant in accordance with Commonwealth accountability and reporting requirements;
 - (b) the Commonwealth is disclosing the information to a Minister of the Australian Government, a House or Committee of the Commonwealth Parliament; or
 - (c) the Commonwealth is disclosing the information to its personnel or another Commonwealth agency where this serves the Commonwealth's legitimate interests.

16. Insurance

- 16.1. The Grantee agrees to maintain adequate insurance for as long as any obligations remain in connection with this Agreement and provide proof of insurance to the Commonwealth upon request.

17. Intellectual property

- 17.1. Subject to clause 17.2, the Grantee owns the Intellectual Property Rights in Activity Material and Reporting Material.
- 17.2. This Agreement does not affect the ownership of Intellectual Property Rights in Existing Material.
- 17.3. The Grantee provides the Commonwealth a permanent, non-exclusive, irrevocable, royalty-free licence to use, modify, communicate, reproduce, publish, adapt and sub-license the Reporting Material for Commonwealth Purposes.
- 17.4. The licence in clause 17.3 does not apply to Activity Material.

18. Dispute resolution

- 18.1. The Parties agree not to initiate legal proceedings in relation to a dispute arising under this Agreement unless they have first tried and failed to resolve the dispute by negotiation.
- 18.2. Unless clause 18.3 applies, the Parties agree to continue to perform their respective obligations under this Agreement when a dispute exists.
- 18.3. The Parties may agree to suspend performance of the Agreement pending resolution of the dispute.
- 18.4. Failing settlement by negotiation in accordance with clause 18.1, the Parties may agree to refer the dispute to an independent third person with power to intervene and direct some form of resolution, in which case the Parties will be bound by that resolution. If the Parties do not agree to refer the dispute to an independent third person, either Party may initiate legal proceedings.

18.5. Each Party will bear their own costs in complying with this clause 18, and the Parties will share equally the cost of any third person engaged under clause 18.4.

18.6. The procedure for dispute resolution under this clause does not apply to any action relating to termination, cancellation or urgent interlocutory relief.

19. Reduction, Suspension and Termination

19.1. Reduction in scope of agreement for fault

19.1.1. If the Grantee does not comply with an obligation under this Agreement and the Commonwealth believes that the non-compliance is incapable of remedy, or if the Grantee has failed to comply with a notice to remedy, the Commonwealth may by written notice reduce the scope of the Agreement.

19.1.2. The Grantee agrees, on receipt of the notice of reduction, to:

- (a) stop or reduce the performance of the Grantee's obligations as specified in the notice;
- (b) take all available steps to minimise loss resulting from the reduction;
- (c) continue performing any part of the Activity or the Agreement not affected by the notice if requested to do so by the Commonwealth; and
- (d) report on, and return any part of, the Grant to the Commonwealth, or otherwise deal with the Grant, as directed by the Commonwealth.

19.1.3. In the event of reduction under clause 19.1.1, the amount of the Grant will be reduced in proportion to the reduction in the scope of the Agreement.

19.2. Suspension

19.2.1. If:

- (a) the Grantee does not comply with an obligation under this Agreement and the Commonwealth believes that the non-compliance is capable of remedy;
- (b) the Commonwealth reasonably believes that the Grantee is unlikely to be able to perform the Activity or manage the Grant in accordance with this Agreement; or
- (c) the Commonwealth reasonably believes that there is a serious concern relating to the Grantee or this Agreement that requires investigation;

the Commonwealth may by written notice:

- (d) immediately suspend the Grantee from further performance of the Activity (including expenditure of the Grant); and/or
- (e) require that the non-compliance or inability be remedied, or the investigation be completed, within the time specified in the notice.

19.2.2. If the Grantee:

- (a) remedies the non-compliance or inability specified in the notice to the Commonwealth's reasonable satisfaction, or the Commonwealth reasonably concludes that the concern is unsubstantiated, the Commonwealth may direct the Grantee to recommence performing the Activity; or
- (b) fails to remedy the non-compliance or inability within the time specified, or the Commonwealth reasonably concludes that the concern is likely to be substantiated, the Commonwealth may reduce the scope of the Agreement in accordance with clause

19.1 or terminate the Agreement immediately by giving a second notice in accordance with clause 19.3.

19.3. **Termination for fault**

19.3.1. The Commonwealth may terminate this Agreement by notice where the Grantee has:

- (a) failed to comply with an obligation under this Agreement and the Commonwealth believes that the non-compliance is incapable of remedy or where clause 19.2.2.b applies; or
- (b) provided false or misleading statements in relation to the Grant; or
- (c) become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.

19.3.2. The Grantee agrees, on receipt of the notice of termination, to:

- (a) stop the performance of the Grantee's obligations;
- (b) take all available steps to minimise loss resulting from the termination; and
- (c) report on, and return any part of, the Grant to the Commonwealth, or otherwise deal with the Grant, as directed by the Commonwealth.

20. **Cancellation or reduction for convenience**

20.1. The Commonwealth may cancel or reduce the scope of this Agreement by notice, due to:

- (a) a change in government policy; or
- (b) a Change in the Control of the Grantee which the Commonwealth reasonably believes will negatively affect the Grantee's ability to comply with this Agreement.

20.2. On receipt of a notice of reduction or cancellation under this clause, the Grantee agrees to:

- (a) stop or reduce the performance of the Grantee's obligations as specified in the notice;
- (b) take all available steps to minimise loss resulting from that reduction or cancellation;
- (c) continue performing any part of the Activity or the Agreement not affected by the notice if requested to do so by the Commonwealth; and
- (d) report on, and return any part of, the Grant to the Commonwealth, or otherwise deal with the Grant, as directed by the Commonwealth.

20.3. In the event of reduction or cancellation under this clause, the Commonwealth will be liable only to:

- (a) pay any part of the Grant due and owing to the Grantee under this Agreement at the date of the notice; and
- (b) reimburse any reasonable and substantiated expenses the Grantee unavoidably incurs that relate directly and entirely to the reduction in scope or cancellation of the Agreement.

20.4. In the event of reduction, the amount of the Grant will be reduced in proportion to the reduction in the scope of the Agreement.

- 20.5. The Commonwealth's liability to pay any amount under this clause is:
- (a) subject to the Grantee's compliance with this Agreement; and
 - (b) limited to an amount that when added to all other amounts already paid under the Agreement will not exceed the total amount of the Grant.
- 20.6. The Grantee will not be entitled to compensation for loss of prospective profits or benefits that would have been conferred on the Grantee but for the cancellation or reduction in scope of the Agreement under clause 20.1.
- 20.7. The Commonwealth will act reasonably in exercising its rights under this clause.

21. **Survival**

The following clauses survive termination, cancellation or expiry of this Agreement:

- clause 10 (Spending the Grant);
- clause 11 (Repayment);
- clause 12 (Record keeping);
- clause 13 (Reporting);
- clause 14 (Privacy);
- clause 15 (Confidentiality);
- clause 16 (Insurance);
- clause 17 (Intellectual property);
- clause 19 (Reduction, Suspension and Termination);
- clause 21 (Survival);
- clause 22 Definitions; and
- Any applicable provisions included from the clause bank; and
- Any other clause which expressly or by implication from its nature is meant to survive.

22. **Definitions**

In this Agreement, unless the contrary appears:

- **Activity** means the activity described in the Grant Details and includes the provisions of the Reporting Material.
- **Activity Completion Date** means the date or event specified in the Grant Details.
- **Activity Material** means any Material, other than Reporting Material, created or developed by the Grantee as a result of the Activity and includes any Existing Material that is incorporated in or supplied with the Activity Material.
- **Agreement** means the Grant Details, Supplementary Terms (if any), the Commonwealth Standard Grant Conditions and any other document referenced or incorporated in the Grant Details.
- **Agreement End Date** means the date or event specified in the Grant Details.
- **Australian Privacy Principle** has the same meaning as in the *Privacy Act 1988*.
- **Change in the Control** means any change in any person(s) who directly exercise effective control over the Grantee.

- **Commonwealth** means the Commonwealth of Australia as represented by the Commonwealth entity specified in the Agreement and includes, where relevant, its officers, employees, contractors and agents.
- **Commonwealth Purposes** includes the following:
 - a. the Commonwealth verifying and assessing grant proposals, including a grant application;
 - b. the Commonwealth administering, monitoring, reporting on, auditing, publicising and evaluating a grant program or exercising its rights under this Agreement;
 - c. the Commonwealth preparing, managing, reporting on, auditing and evaluating agreements, including this Agreement; and
 - d. the Commonwealth developing and publishing policies, programs, guidelines and reports, including Commonwealth annual reports;
 but in all cases:
 - e. excludes the commercialisation (being for-profit use) of the Material by the Commonwealth.
- **Commonwealth Standard Grant Conditions** means this document.
- **Existing Material** means Material developed independently of this Agreement that is incorporated in or supplied as part of Reporting Material or Activity Material.
- **Grant** means the money, or any part of it, payable by the Commonwealth to the Grantee for the Activity as specified in the Grant Details.
- **Grantee** means the legal entity other than the Commonwealth specified in the Agreement and includes, where relevant, its officers, employees, contractors and agents.
- **Grant Details** means the document titled Grant Details that forms part of this Agreement.
- **Intellectual Property Rights** means all copyright, patents, registered and unregistered trademarks (including service marks), registered designs, and other rights resulting from intellectual activity (other than moral rights under the *Copyright Act 1968*).
- **Material** includes documents, equipment, software (including source code and object code versions), goods, information and data stored by any means including all copies and extracts of them.
- **Party** means the Grantee or the Commonwealth.
- **Personal Information** has the same meaning as in the *Privacy Act 1988*.
- **Records** includes documents, information and data stored by any means and all copies and extracts of the same.
- **Reporting Material** means all Material which the Grantee is required to provide to the Commonwealth for reporting purposes as specified in the Grant Details and includes any Existing Material that is incorporated in or supplied with the Reporting Material.

Schedule 2: Work Schedule

Nominating Projects through the Work Schedule

1. The Department will provide a form that the Grantee must complete and submit to the Department at IIP@infrastructure.gov.au.
2. The following information must be provided for each project an Eligible Funding Recipient proposes to spend LRCI Program funds on:
 - a. the project type (small <\$10,000 or normal >\$10,000);
 - b. the work category;
 - c. the work location or address, and primary road if relevant;
 - d. data for use in a Geographical Information System in the manner and form required by the Department;
 - e. description of the proposed project and work proposed;
 - f. the problem the proposed project is seeking to address;
 - g. the estimated construction start and completion date (physical not financial).
 - h. the estimated total cost of the project, excluding GST;
 - i. whether the project is being fully funded by the LRCI Program;
 - j. the estimated council or other funding co-contributions (if applicable);
 - k. how much LRCI Program funding is required;
 - l. if the project land or asset is state/territory/crown or Commonwealth owned, please provide evidence of authority to undertake the project from the land or asset owner;
 - m. the benefits from each project, including:
 - o primary project goal;
 - o estimated number of full time equivalent jobs supported over the construction period; and
 - o any specific outputs/project activities being undertaken, for example:
 - i. repair of 400 metres of fencing;
 - ii. installation of ten waste and recycling bins to a Council's local park;
 - iii. building of a swing set for children's play; or
 - iv. painting of a community hall.
 - n. conflict of interest declarations in accordance with requirements.
3. Once an approved project has been completed, Funding Recipients will need to detail whether the project goal has been achieved, and if it not, what outcome has been achieved and why.
4. Funding Recipients may group a series of individual projects valued at less than \$10,000 that are of the same or similar nature as one 'group project'. In these circumstances, the Funding Recipient must provide the same information as individual projects with the following modifications:
 - o. a general description of each group project;
 - p. the location and cost (excluding GST) of each small funded project within the group project;
 - q. the estimated total cost of the group project, excluding GST as a whole;
 - r. how much LRCI Program funding is required for the group project as a whole;
 - s. the estimated start date of the first of the small funded projects in the group project to begin and the scheduled completion date of the small funded project in

- the group expected to be completed last;
- t. specifies the overall expected outcome from the group project;
 - u. the collective benefits from each group project, including:
 - primary project goal;
 - estimated amount of full time equivalent jobs supported over the construction period; and
 - each specific outputs/project activity being undertaken (e.g. Xkm of road resealed/Repair of 400m of fencing/Add ten waste and recycling bins to Council's local park/ Building of swing set for children's play/Painting of a community hall).



Local Roads and Community Infrastructure Program

As the closest tier of government to the community, local governments have a critical role in delivering vital services and ensuring the quality of life for communities across Australia. Local governments are now also playing a key role in protecting the community from the impacts of COVID-19.

The Australian Government has committed \$500 million to the Local Road and Community Infrastructure Program (LRCI Program) to support jobs, businesses and the resilience of local economies.

From 1 July 2020, councils will be able to access funding to support delivery of priority local road and community infrastructure projects.

Who will receive funding?

All local councils will be eligible for funding under the LRCI Program.

State governments and the shires of Christmas Island, Cocos (Keeling) Islands and Norfolk Island and the Lord Howe Island Board that deliver council services to unincorporated areas in their jurisdiction will also be eligible for funding.

In addition, the Northern Territory Government will be eligible for funding for roads in areas which until 2008 were unincorporated and for which responsibility has not been transferred to relevant councils.

How much funding will each council receive?

Each council will receive a share of funding under the Local Roads and Community Infrastructure Program (see *Local Roads and Community Infrastructure Program: Funding Allocations*).

A council's share of funding has been calculated in a similar way to how the Roads to Recovery Program and the road component of the Financial Assistance Grants works. This formula takes into consideration road length and population and is based on recommendations of Local Government Grants Commissions.

How can councils apply for funding?

Councils will be able to select the projects to be funded in their community according to priorities at the local level.

Similar to the Roads to Recovery Program, councils will need to submit a Work Schedule that outlines the project(s) they plan to undertake.

As long as these projects are eligible local road or community infrastructure projects, they will receive funding.

What projects will be eligible for funding?

Funding is available for local road and community infrastructure projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public.

Projects will need to deliver benefits to the community, such as improved accessibility, visual amenity and safety benefits.

Eligible local road projects could include works involving any of the following associated with a road:

- traffic signs;
- traffic control equipment;
- street lighting equipment;
- a bridge or tunnel;
- a facility off the road used by heavy vehicles in connection with travel on the road (for example, a rest area or weigh station);
- facilities off the road that support the visitor economy; and
- road and sidewalk maintenance, where additional to normal capital works schedules.

Eligible community infrastructure projects could include works involving:

- Closed Circuit TV (CCTV);
- bicycle and walking paths;
- painting or improvements to community facilities;
- repairing and replacing fencing;
- improved accessibility of community facilities and areas;
- landscaping improvements, such as tree planting and beautification of roundabouts;
- picnic shelters or barbeque facilities at community parks;
- playgrounds and skateparks (including all ability playgrounds);
- noise and vibration mitigation measures; and
- off-road car parks (such as those at sporting grounds or parks).

When will funding be available?

Funding will be available from 1 July 2020.

Are there any conditions that apply to funding?

Councils will need to complete all project works by 30 June 2021 to receive their full nominal share of funding.

Councils will also need to demonstrate that projects are additional to their pre-COVID-19 work program for 2020-21. If a project has been brought forward from a future work program it will be eligible for funding.

Additional conditions, such as signage requirements, will be outlined in program guidelines, which are currently being finalised.

What are the next steps?

The Department of Infrastructure, Transport, Regional Development and Communications will be consulting with local government organisations to finalise implementation arrangements for the LRCI Program.

Councils will then be asked to agree to the program arrangements and identify local projects in their area.



Local Roads and Community Infrastructure Program – Work Schedule Template - Project nomination

Funding Recipients are required to nominate project(s) they plan to undertake with IRCI Program funding by providing information to the Department of Infrastructure, Transport, Regional Development and Communications ('Department') via emailing IIP@infrastructure.gov.au.

A **separate** Project Nomination Form must be completed for each project or group of small projects that an Eligible Funding Recipient wishes to undertake.

| | |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project type: | <input type="checkbox"/> Normal (>\$10,000) <input type="checkbox"/> Small (<\$10,000) |
| Work category: | <p>Road Infrastructure</p> <ul style="list-style-type: none"><input type="checkbox"/> General maintenance<input type="checkbox"/> Construction of a new road<input type="checkbox"/> Sheeting/re-sheeting<input type="checkbox"/> Reconstruction<input type="checkbox"/> Rehabilitation<input type="checkbox"/> Widening<input type="checkbox"/> Sealing<input type="checkbox"/> Resealing<input type="checkbox"/> Bridge works<input type="checkbox"/> Tunnel works<input type="checkbox"/> Drainage<input type="checkbox"/> Traffic improvement<input type="checkbox"/> Street lighting equipment<input type="checkbox"/> Other, please specify: <p>Community Infrastructure</p> <ul style="list-style-type: none"><input type="checkbox"/> Closed Circuit TV (CCTV)<input type="checkbox"/> Bicycle and Walking Paths<input type="checkbox"/> Painting/Improvements to community facilities<input type="checkbox"/> Repairs/Replacement of fencing<input type="checkbox"/> Improved Accessibility of Community Facilities and Areas<input type="checkbox"/> Landscaping Improvements<input type="checkbox"/> Picnic Shelters or Barbeque Facilities at Community Parks |

| | |
|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <input type="checkbox"/> Playgrounds and Skateparks (including all ability playgrounds) <input type="checkbox"/> Toilet blocks <input type="checkbox"/> Replacement of light bulbs in street lights <input type="checkbox"/> Noise and Vibration Mitigation Measures <input type="checkbox"/> Off-road Car Parks (such as those at sporting grounds or parks) <input type="checkbox"/> Other, please specify: |
| Work Location (including coordinates): | |
| Description of project and work proposed: | |
| Problem being addressed: | |
| Date construction will commence (MM/YY): | |
| Date construction will be completed (MM/YY): | |
| Total Project Cost: | |
| Fully Funded by IRCI Program: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Details of council or other contribution: | |
| IRCI Program funding required: | |
| Project land or asset owner: | <input type="checkbox"/> Council <input type="checkbox"/> State/territory <input type="checkbox"/> Crown <input type="checkbox"/> Commonwealth Do you have have the permission of the land/ asset owner to undertake the proposed project? How was permission obtained? |

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Primary project goal: | <input type="checkbox"/> Improved Road Safety <input type="checkbox"/> Regional Economic Development <input type="checkbox"/> Improved Access for Heavy Vehicles <input type="checkbox"/> Promotion of Tourism <input type="checkbox"/> Improvement to School Bus Routes <input type="checkbox"/> Access to Remote Communities <input type="checkbox"/> Access to Intermodal Facilities <input type="checkbox"/> Traffic Management <input type="checkbox"/> Improved Recreational Opportunities <input type="checkbox"/> Amenity of Nearby Residents <input type="checkbox"/> Equity of Access <input type="checkbox"/> Other, please specify: |
| Estimated number of FTE jobs (employees and independent contractors) generated over the construction period: | |
| Details of the use of any recycled materials intended to be used in the project: | |
| Specific outputs/project activities being undertaken: (e.g. Xkm of road resealed/Repair of 400 metres of fencing/Add ten waste and recycling bins to Council's local park/ Building of swing set for children's play/Painting of a community hall) | |
| Details of any real, apparent, or potential conflicts of interest relating to the proposed project, and how you propose to manage them, or to the best of their knowledge, that there are no conflicts of interest. | |

Declaration

I declare that:

- I have read, understood and agree to abide by the Program Guidelines on the Department's website at www.investment.infrastructure.gov.au/lrc as in force at the time of submission
- I have read, understood and agree to the Grant Agreement
- the information I have submitted in this form is, to the best of my knowledge, true, accurate and complete. I also understand that giving false or misleading information is a serious offence under the *Criminal Code 1995* (Cth)
- the project is an eligible grant activity
- the project is additional to any existing work plans
- the project will be physically complete by 30 June 2021 unless otherwise agreed by the Department
- any conflict of interests identified in this form are true to best of knowledge
- that the Eligible Funding Recipient and its subcontractors and independent contractors will comply with all applicable laws
- I understand that the Local Roads and Community Infrastructure Program is an Australian Government program and that the Department will use the information provided in accordance with the following:
 - Australian Government Public Data Policy Statement
 - Commonwealth Grants Rules and Guidelines
 - Applicable Australian laws.
- I am authorised to complete this form and to sign and submit this declaration on behalf of the Eligible Funding Recipient.

☐ Yes

☐ No

Your full name:

Email address:

Date:

Project Work Categories

| Work Category | Examples of Works |
|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General Maintenance | Pothole repairs, vegetation clearing, minor crack sealing and grading (unless new gravel is being added) are all considered to be general maintenance. Individual projects of this kind are generally less than \$10,000 and multiple projects of this kind are often grouped as a single project. |
| Constructing a new road | Construction of a road where no road existed on that alignment before. |
| Reconstruction | Rebuilding a road that already exists (can include upgrading) |
| Rehabilitation | Work to return a road to its original standard |
| Widening | Work to make the surface or pavement of a road wider |
| Sheeting / Re-sheeting | Where additional gravel etc. is added on top of an existing road |
| Sealing | Putting a seal on an unsealed road. |
| Resealing | Second or subsequent sealing of roads |
| Bridge works | Any work involving bridges or culverts |
| Tunnel works | A tunnel to enable the building an underground road |
| Drainage | Culverts, kerb and guttering and related activities where the purpose of the works is to improve drainage only. |
| Traffic improvement | Works involving traffic calming devices, traffic lights, pedestrian islands, lighting, warning signs and roundabouts |
| Street lighting equipment | Works related to vehicle traffic and pedestrian lighting |
| Closed Circuit TV (CCTV) | Works associated with installing a fixed mobile CCTV system |
| Bicycle and Walking Paths | Works involving cycling and pedestrian infrastructure |
| Painting/Improvements to community facilities | Community facilities include community centres, community halls, childcare centres, educational establishment, club houses, and major sport, recreation and entertainment facilities |
| Repairs/Replacement of fencing | Works relating to building a new fence or repairs/replacement of existing fences |
| Improved Accessibility of Community Facilities and Areas | Works could include pedestrian bridges, ramps, accessible public toilets, and designated car parking for individuals with a disability |
| Landscaping Improvements | Works could include tree planting to increase shade, creation of green spaces, and beautification of roundabouts |
| Picnic Shelters or Barbeque Facilities at Community Parks | Self-explanatory |
| Playgrounds and Skateparks (including all ability playgrounds) | Self-explanatory |
| Noise and Vibration Mitigation Measures | Works related to reducing and mitigating noise and vibrations, such as quieter pavement surfaces and noise barriers |
| Off-road Car Parks | Such as off-road car parks at sporting grounds or parks |
| Other | Works that do not fall into the above categories |

Main Project Goal Categories

| Benefit Category | Examples |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Road Safety | Where the goal is primarily to address road safety issues |
| Regional Economic Development | Where the goal is primarily to provide an economic benefit to the local community |
| Asset Maintenance | Where the goal is primarily to achieve to preserve the viability of the road |
| Improved access for heavy vehicles | Where the goal is primarily to improve access to heavy vehicles |
| Promotion of tourism | Where the goal is primarily to improve tourism within the local community |
| Improvements to school bus routes | Where the goal is primarily to improve the safety etc. of rural school bus routes |
| Access to remote communities | Where the goal is primarily to improve access to remote communities |
| Access to intermodal facilities | Where the goal is primarily to provide access to intermodal facilities e.g. the movement of grain etc. through various transport hubs |
| Traffic management | Where the goal is to primarily improve traffic management, pedestrian access etc |
| Improved recreational opportunities | Where the goal is primarily to improve recreational opportunities within the local community |
| Amenity of nearby residents | Where the goal is primarily to improve access for residents to their property, shopping facilities etc |
| Equity of Access | Where the goal is primarily to improve access for all within the local community |
| Other | Benefits that do not fall into the above categories |

Calculation of estimated number of full-time equivalent (FTE) jobs

A full-time employee is defined as working 75 hours per fortnight.

In calculating the estimated number of FTE jobs during the construction period, Eligible Funding Recipients will need to convert part-time employees to full-time equivalent.

For example:

Five workers will be working on a project.

Three of these workers will be employed full-time, working 75 hours per fortnight.

Two workers will be employed part-time, working 20 hours per fortnight.

To determined FTE of part-time workers: $2 \times (20/75) = 0.53$ FTE

So total FTE = 3 (full time workers) + 0.53 FTE
= 3.53

Tasmanian Central Highlands

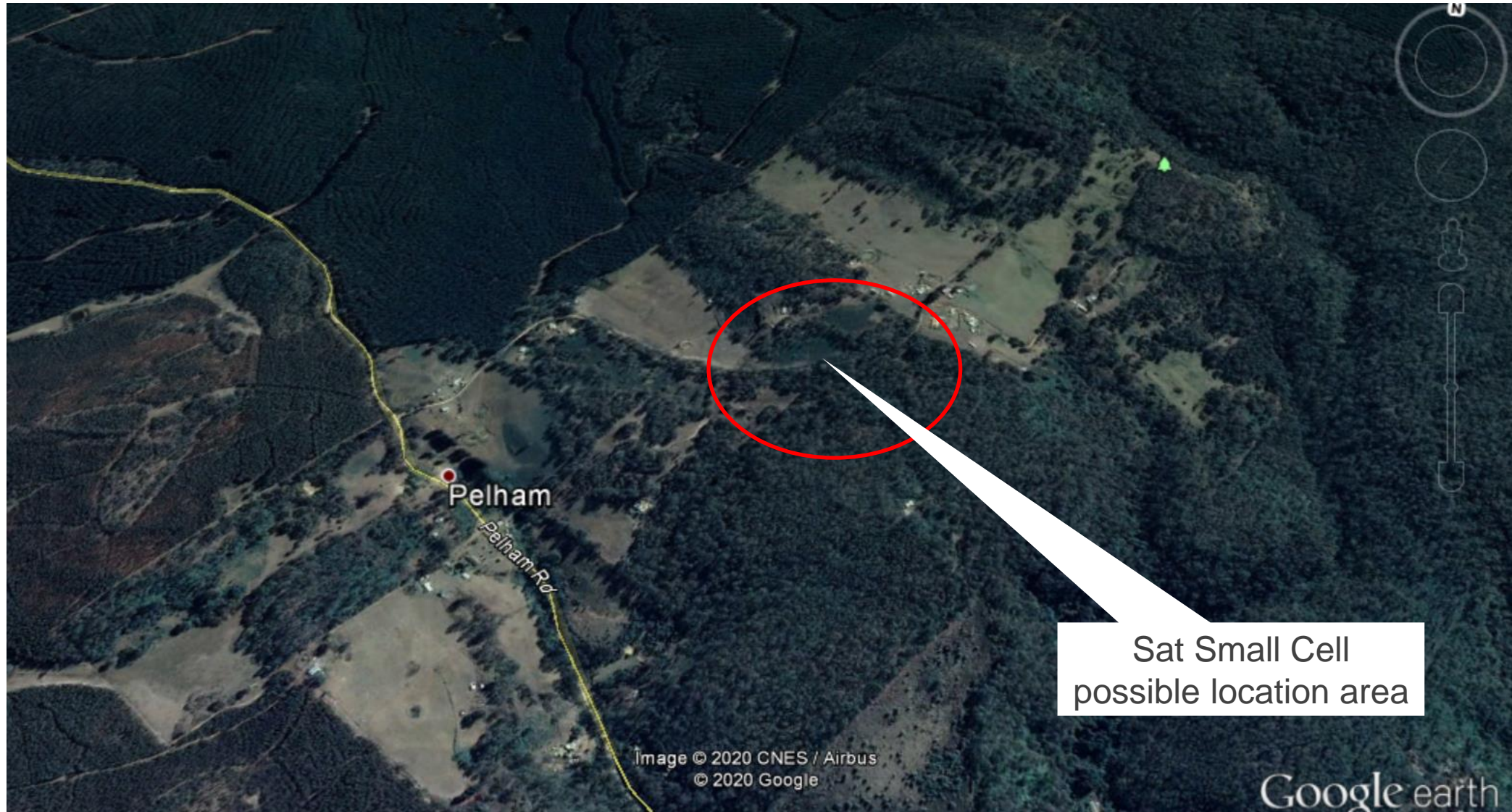
Mobile Sat Small Cell Appraisal – July 2020
Interlaken and Pelham



Interlaken – circa 1km by 300m coverage area



Pelham – circa 2km by 1km coverage area



Satellite Small Cell Checklist

We will need to complete the spreadsheet checklist questions for the Satellite Small Cell opportunity to better evaluate the likely solution construct and cost of such.

Tasmanian Central Highlands

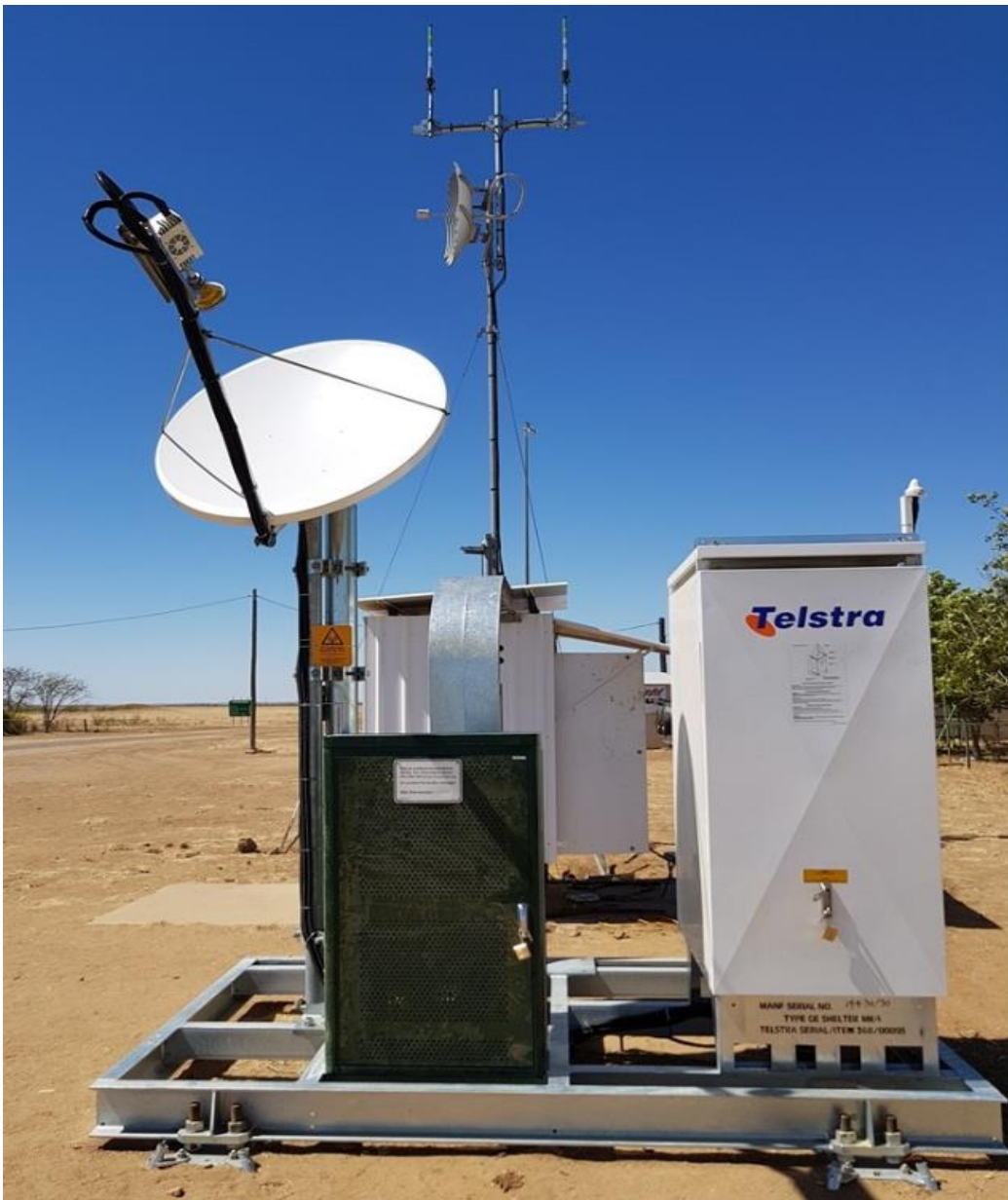
Satellite Mobile Small Cell Example



Satellite Small Cell

Forecast Coverage Radius

| | |
|------|------------|
| 5m: | 300-1000m |
| 10m: | 1100-1500m |
| 20m: | 1900-2200m |
| 30m: | 2500-2800m |



Satellite Small Cell

Base Cost Components:

- Skid
- 9.5m pole
- Cabinet/baseband radio
- Omni antenna/feeders
- Supply and installation
- 4GX Service only, no 3G
- Ongoing Telstra service and maintenance

Customer supplies:

- Land 6m by 4m, peppercorn lease
- 24x7 Power (10 Amp) DC or AC
- Soil level and free from rock down to 1m, to imbed skid stays.

Extra's:

- Additional Pole height
- Extra Mobilisation
- Site Acquisition (DA approvals)
- Battery backup



Mrs Debbie Chaplin
232 Boyer Road
DROMEDARY TAS 7030

PH: 0438 614997

17 June, 2020

The Mayor & Councillors
Central Highlands Council
PO Box 20
HAMILTON TAS 7140

Dear Mayor & Councillors,

My name is Debbie Chaplin. I write on behalf of my uncle, Mr George Rumley, of 130 Meadowbank Road, Glenora, where he has resided his entire life.

Last Financial Year, you very kindly removed the yearly fee from Mr Rumley's rates as he ceased using waste transfer stations within the Central Highlands Municipality in 2015.

Derwent Valley Council allocated Mr Rumley two wheelie bins, which are collected and they have invoiced him for these and will continue to do so in the 2020 - 2021 Financial Year.

Could I please ask that the fee be removed from his Central Highlands Council rates in the 2020 - 2021 Financial Year once again as he will continue to use the bins supplied by Derwent Valley Council.

I look forward to hearing from you.

Yours sincerely,



Debbie Chaplin

Ms Lyn Eyles
General Manager
Central Highlands Council

Private Land Conservation Program
Enquiries: Matthew McCormick
Ph: 03 6165 4325
Email:
matthew.mccormick@dpiwwe.tas.gov.au

Dear Lyn

Re: Conservation Covenants in the Central Highlands Municipality

As at June 30th 2020, there were 900 conservation covenants registered on private land in Tasmania under the *Nature Conservation Act 2002*. They cover an area of 109,730.4 hectares. Most of these covenants are perpetual in nature and contribute to the National Reserve System which protects significant natural values at the local, State and National level.

In the Central Highlands Municipality there are 60 conservation covenants, covering a total of 29,269.6 hectares. The attached list documents these areas. The list is correct as at 30/06/2020. Conservation covenants are a publicly accessible layer and can be viewed via the Department's web mapping application LISTMap via www.thelist.tas.gov.au. The relevant spatial data is available via <http://listdata.thelist.tas.gov.au/opendata> in the layer called LIST Private Reserves.

As you may be aware, rate rebates are provided to landowners of conservation covenants in fifteen of Tasmania's 29 Local Government Areas (typically at a rate of \$5 per hectare with a minimum rebate of \$50 and a maximum rebate of \$500). These councils generally review their policy on their rebate scheme on a three-year basis.

The rate rebate that these councils offer to landowners is a significant acknowledgement of the conservation land management undertaken by those landowners.

The Private Land Conservation Program (PLCP) has an ongoing commitment to these landowners. Our monitoring and stewardship team continues to provide management advice and other services to assist them with the management of the natural values for which these covenants were registered to protect.

If you require any further information about the PLCP, or the covenants in your municipality, please contact me on the number/email address provided above.

Yours sincerely,



Matthew McCormick,
Project Manager
5/07/2020



Policy No 2014 – 26

Playground Inspection Policy

| | | |
|------------------------------|--------------------------|----------------------------|
| Document: | Start Date: 21 July 2020 | Page Reference: |
| Playground Inspection Policy | Review Date: 31 Dec 2024 | Page 1 of 11 |

OBJECTIVES:

To ensure Council playgrounds are inspected on a monthly basis to identify potential hazards, rectify defects, and provide a feedback mechanism from inspection staff.

As this policy is concerned with maintenance, it is assumed that the existing equipment complies with relevant Australian standards.

All playgrounds and play equipment within the Central Highlands Council must be inspected once a month. This inspection must take place during the week beginning the first Monday of each month. The following items must be thoroughly checked:

Swings

- All moving parts
- Seats and seat attachment parts
- Bolts under seats
- Chains, rods and ropes
- Surfaces under swings
- Uprights
- Bearings
- Joining links

Slides

- Surface of chute for:
 - Roughness,
 - Splinters; and
 - Foreign objects such as glass and nails
- Landing area
- Steps of rungs
- Access to chute
- Hand rails
- Sides for the development of pinch, shear or crush points

| | | |
|------------------------------|--------------------------|----------------------------|
| Document: | Start Date: 21 July 2020 | Page Reference: |
| Playground Inspection Policy | Review Date: 31 Dec 2024 | Page 2 of 11 |

General

- All moving parts
- Bolts
- Chains and ropes
- Distortion of metal frames or components
- Looseness of joints and connections
- Instability of equipment
- Surfaces of equipment for:
 - splinters,
 - timber,
 - fibreglass,
 - rust,
 - finish; and
 - vandalism
- Surfaces under equipment
- Missing components
- Lubrication
- Decay or insect attack on timber components

Where a grease nipple is provided on a swing bearing or swivel joint, it should be greased at each inspection

Any glass or other dangerous substances must be removed from the vicinity of play equipment

Where mulch under play equipment has either consolidated or scuffed out, it must be raked over or topped up. A rotary hoe may be used to loosen up soft fall areas if appropriate. Where weed growth has invaded the mulch or soft fall area under equipment, it should be spot sprayed or removed by hand.

All links on swing chains should be checked thoroughly for wear. If any link is more than half worn through, it must be replaced.

All discoveries of vandalism must be reported immediately to a supervisor.

| | | |
|------------------------------|--------------------------|----------------------------|
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| Playground Inspection Policy | Review Date: 31 Dec 2024 | Page 3 of 11 |

Any equipment which is found to be unsafe should be reported immediately to the Supervisor on a Form B, with a view to closing off equipment if repairs cannot be effected immediately.

Sand pits in play areas should be checked for dangerous foreign materials. Topping up to be carried out if required.

Any other item of damage should be noted, i.e. damaged rubbish bins, missing locks, damaged fences etc. within each reserve.

Hazard Management Process

When playgrounds are inspected a 'Form A – Record of Inspection of Playground Equipment' must be used as a checklist to determine hazards and faults. Any "No" answers recorded on Form A need to be detailed on 'Form B – Record of Inspection and Repairs to Playground Equipment, Surfaces and Furniture'.

Each Form B will be assessed and the Supervisor will complete a Works Action Form outlining the recommended action, which will be one of the following:

- Rectify the defect
- Monitor the defect
- Refer to Budget

Note: while COVID-19 presents as an issue and concern, social distancing signs will remain in place at each playground location. Council does not disinfect playground equipment.

Rectifying the Defect

The Works Action Form will outline the time frame in which repairs must be undertaken. Upon completion of the repairs the works order and Form B must be returned to the Works Manager. An outline of the works undertaken must be recorded in the comments section of the works order.

Monitoring

The Monitoring process is designed to cater for minor playground equipment defects that do not present any immediate or anticipated safety hazard.

One the staff inspecting the playground equipment recognise a problem that requires monitoring a Form B must be completed and forwarded to the Supervisor. The Supervisor will determine whether to commence monitoring or rectify the problem. If the monitoring process is chosen a Form C – Defect Deterioration Monitoring Form must be completed at each monthly inspection for each item being monitored. Once the Form C is completed an 'm' must be placed in the monitoring column alongside the particular checkpoint.

| | | |
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| Playground Inspection Policy | Review Date: 31 Dec 2024 | Page 4 of 11 |

If there is any deterioration of the problem and a safety issue is recognised, another Form B must be completed and forwarded to the Supervisor.

Budget

If the defect cannot be repaired as part of the normal maintenance program it will be referred to the Works Manager. A decision will then be made about when the defect will be repaired and the allocation of funds.

Storage of Records

Records will be returned and kept by the Works Manager.

Playground Inspection Staff

The Playground inspection staff must have the ability to recognise maintenance faults and defects that may pose a safety hazard to users of playground equipment. Playground inspection staff must have the necessary skills in undertaking repair work, following detailed plans and instructions, including the installation of playground equipment to specification.

Installation of New Playground Equipment

All playground equipment must be installed according to the manufacturer's specification. A new Playground Installation Form must be completed after installation so that the playground inventory can be updated.

Installation of Replacement Components

All replacement components must be designed and approved by the original manufacturer. All replacement components must be installed according to the manufacturer's specifications.

Alteration or Modification of Existing Playground Equipment

All alterations and modifications to existing playground equipment must be approved by the original manufacturer.

| | | |
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| Playground Inspection Policy | Review Date: 31 Dec 2024 | Page 5 of 11 |

No:.....

CENTRAL HIGHLANDS COUNCIL
FORM A – RECORD OF INSPECTION OF PLAYGROUND EQUIPMENT

DATE:...../...../.....

PIECE OF EQUIPMENT – M = Monitoring

| CHECKPOINTS | | | | | | | | | | | | |
|----------------------------------------------------------------------------------------------|-----|----|---|-----|----|---|-----|----|---|-----|----|---|
| | Yes | No | M | Yes | No | M | Yes | No | M | Yes | No | M |
| Are all joints and connections tight | | | | | | | | | | | | |
| Is timber free of decay or damage | | | | | | | | | | | | |
| Are pipe ends plugged | | | | | | | | | | | | |
| Have pinch points been eliminated | | | | | | | | | | | | |
| Are ropes free of mildew or fraying | | | | | | | | | | | | |
| Are S-hooks, shackles and chain links completely closed and free of wear | | | | | | | | | | | | |
| Has loose ground cover been raked to make it more impact absorbing and to remove debris | | | | | | | | | | | | |
| Have litter and debris been removed from enclosed spaces | | | | | | | | | | | | |
| Have holes and enclosed spaces been checked for spiders | | | | | | | | | | | | |
| Have ropes, rubber, fibreglass, chains and other vulnerable items been checked for vandalism | | | | | | | | | | | | |
| Do tyres have holes which provide adequate drainage | | | | | | | | | | | | |
| Are tyres non-steel belted types | | | | | | | | | | | | |
| Are bearings lubricated and working smoothly | | | | | | | | | | | | |
| Has the equipment been checked for missing or broken components | | | | | | | | | | | | |
| Is the equipment free of warped, cracked or bent components | | | | | | | | | | | | |
| Is the equipment free of corrosion above and below the ground | | | | | | | | | | | | |
| Are painted surfaces in good condition | | | | | | | | | | | | |
| Are fibreglass and plastic surfaces free of damage | | | | | | | | | | | | |
| Has the slide been checked for separation of side and chute | | | | | | | | | | | | |
| Does the whole structure seem stable and safe | | | | | | | | | | | | |

| | | |
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| Playground Inspection Policy | Review Date: 31 Dec 2024 | Page 6 of 11 |

CENTRAL HIGHLANDS COUNCIL
FORM B
RECORD OF INSPECTION AND REPAIRS
TO PLAYGROUND EQUIPMENT, SURFACES AND FURNITURE

Location _____ Date ____/____/____
 Item of Equipment _____
 Inspector _____ Form A No: _____

REPORT OF DEFECT:

| | | | |
|------------|--|-------------------------|--|
| Safety | | Appearance | |
| Structural | | Condition deterioration | |
| Surface | | Other | |

DESCRIPTION:

CAUSE:

| | | | |
|-----------|--|------------------|--|
| Vandalism | | Structural Fault | |
| Wear/Tear | | Other | |
| Age | | | |

ACTION TAKEN:

| | | | |
|-------------------|--|---------------------|--|
| On Spot Complete | | Equipment Required | |
| Parts Required | | Made Safe temporary | |
| Material Required | | | |

DETAILS OF REQUIREMENTS/COMMENTS:

SUPERVISOR'S COMMENTS

| | | | | | |
|-----------------------|--|------------|--|-------------------|--|
| Refer to Estimates | | Monitoring | | Undertake Repairs | |
|-----------------------|--|------------|--|-------------------|--|

Works Action Form No: _____ Date ____/____/____
 Works Completed By: _____ Date of Completion ____/____/____

| | | |
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CENTRAL HIGHLANDS COUNCIL

FORM C

DETECT DETERIORATION MONITORING FORM

Date ____/____/____

Inspector_____

Monitoring Item: _____

Original Form B No: _____

(Tick appropriate box)

No deterioration ☐ - Mark as on Form A

Deterioration/safety
Issue recognised ☐ - Complete new Form B

Signed _____

Inspector

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CENTRAL HIGHLANDS COUNCIL

WORKS ACTION FORM

No: _____

Reference to Form B No:-----

Location _____

Equipment _____

Recommendation/Action to be taken

Rectify _____ the _____ Defect
(details) _____

Monitor _____ the _____ defect _____ as _____ per _____ manual

Refer _____ to _____ Estimates _____ (detail _____ costs
etc) _____

Action completed by _____

Date Completed _____

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RECORD OF PLAYGROUND INSTALLATION



Policy No. 2017- 47

Disciplinary Policy & Procedure

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AUTHORITY & APPLICATION

| | |
|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date of approval | 21 July 2020 |
| Source of approval | Council Meeting |
| Start date | 21 July 2020 |
| Related Council Documents | <p>This Policy should be considered in the context of the following policies and procedures:</p> <ul style="list-style-type: none"> • <i>Grievance & Dispute Resolution Policy</i> • <i>Harassment & Discrimination Policy</i> • <i>Drug and Alcohol Policy</i> • <i>Bullying Policy</i> • <i>Fraud Control Policy</i> • <i>Work Health & Safety</i> |
| Date of review | 30 June 2023 |
| Previous policies replaced by this Policy | Policy approved May 2017 |
| Publication of Policy | Policy Register |
| Definitions <u>Term</u> Applicable Laws Council | <u>Meaning</u> <p>All laws in connection with the carrying out of work or the Workplace including:</p> <ul style="list-style-type: none"> • <i>Age Discrimination Act 2004 (Cth)</i> • <i>Anti-Discrimination Act 1998 (TAS)</i> • <i>Australian Human Rights Commission Act 1986 (Cth)</i> • <i>Disability Discrimination Act 1992 (Cth)</i> • <i>Fair Work Act 2009 (Cth)</i> • <i>Local Government Act 1993 (TAS)</i> • <i>Racial Discrimination Act 1975 (Cth)</i> • <i>Sex Discrimination Act 1984 (Cth)</i> • <i>Work Health & Safety Act 2012 (TAS)</i> • <i>Workers Rehabilitation & Compensation Act 1988 (TAS)</i> <p>Central Highlands Council</p> |

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|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Councillor | An elected member of Council known as a Councillor or Alderman or otherwise meeting the definition of a 'councillor' as defined under section 3 of the <i>Local Government Act 1993</i> (TAS). |
| EAP | Employee Assistance Programme |
| Employee | A person who carries out work for Council as an employee of Council. |
| General Manager | The general manager of Council as appointed under section 61 of the <i>Local Government Act 1993</i> (TAS). |
| Industrial Instrument | An instrument recognised under the Fair Work Act 2009 that has legal application with respect to minimum entitlements to those Employees covered within its scope (eg Award or Enterprise Agreement). |
| Infringing Workplace Behaviour | Any act or omission, which amounts to a breach of any Council policy, contractual obligation or misconduct at common law. |
| Manager/Supervisor | A person at the Workplace who is appointed to a position that has management/supervisory responsibilities for others or their appropriately nominated or authorised delegate. |
| Other Persons at the Workplace | Any person at the Workplace who is not a Worker including visitors and ratepayers. |
| Policy | This Disciplinary Policy including the 'Authority and Application'. |
| Procedure | The Disciplinary Procedure including the 'Authority and Application'. |
| Related Party Conflict | An event where there is a family relationship between the employee and a Manager/Supervisor or an event where there is a family relationship between an employee and another employee |
| Worker | A person who carries out work in any capacity for Council, including work as: <ul style="list-style-type: none"> (a) an Employee; (b) a contractor or subcontractor; (c) an employee of a contractor or subcontractor; (d) an employee of a labour hire company who has been assigned to work at Council; (e) an outworker; (f) an apprentice or trainee; (g) a student gaining work experience; (h) a volunteer; or (i) Councillor. |
| Workplace | A place where work is carried out for Council. |
| Training | Council will provide all persons covered by this Policy with appropriate training so they are made aware of their responsibilities and obligations under the Policy. |

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| Amendment | Council retains the sole discretion to vary, terminate or replace this Policy from time to time. Council will consult before amendments are made and will notify and train those the amendments apply to. | |
| Interpretation of Policy | <p>(a) The singular includes the plural and vice versa.</p> <p>(b) A reference to any legislation includes all delegated legislation made under it and amendments, consolidations, replacement or re-enactments of any of them.</p> <p>(c) A reference to a policy or procedure means any approved policies or procedures of Council unless otherwise stated.</p> <p>(d) 'Including' and similar expressions are not words of limitation.</p> <p>(e) A reference to a document (including this document) is to that document as amended, novated or replaced unless otherwise stated.</p> <p>(f) Where a word or expression is given a particular meaning, other parts of speech and grammatical forms of that word or expression have a corresponding meaning.</p> <p>(g) Examples used in this Policy are for illustrative purposes only and are not intended to be exhaustive.</p> <p>(h) Unless expressly provided for this Policy is not in any way incorporated as part of any enterprise agreement and does not form part of any Employee's contract of employment and any applicable enterprise agreement or contract of employment will prevail over this Policy to the extent of any inconsistency</p> <p>(i) It is not intended that this Policy impose any obligations on the Council or those covered by it that are unreasonable or contrary to the operation of Applicable Laws. Any obligation, direction, instruction or responsibility imposed by this Policy must be carried out in a manner that an objective third party would consider to be fair and reasonable taking into account and in the context of all the relevant Applicable Laws, operational and personal circumstances.</p> <p>Questions relating to the interpretation, application or enforcement of this Policy should be directed to a person's Manager/Supervisor.</p> | |
| Reporting of Breaches | <p>Persons covered under paragraph 3 (Coverage) must reasonably report breaches of Infringing Workplace Behaviour as follows:</p> <p>For breaches by</p> <p>a) an Employee (other than the General Manager) the report must go to the reporting person's applicable Manager/Supervisor; and/or</p> | |
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| | <p>b) the General Manager the report must go to the Mayor (or if unavailable to the next appropriately delegated Councillor) and</p> <p>as otherwise required or permitted by Applicable Laws.</p> |
| Breach of Policy | <p>Persons covered under paragraph 3 (Coverage) who engage in Infringing Workplace Behaviour may (as is appropriate) be subject to appropriate disciplinary action in accordance with Disciplinary Policy and Procedure. Infringing Workplace Behaviour may also amount to breaches of Applicable Laws:</p> <p>(a) exposing individuals to legal proceedings; and</p> <p>(b) making Council vicariously liable for the conduct of others.</p> |

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2 PURPOSE

The aims of this Policy are to:

- (a) recognise that all Employees are responsible for their behaviours;
- (b) to set and maintain standards of conduct within Council and help and encourage Employees to achieve and maintain those satisfactory standards;
- (c) enable Council to appropriately deal with Infringing Workplace Behaviour fairly, consistently and transparently having regard to the individual circumstances and other relevant factors;
- (d) provide opportunities for Employees to correct behaviours unless immediate dismissal is appropriate;
- (e) provide a reference and framework for the Disciplinary Procedure; and
- (f) operate with Applicable Laws and Related Council Documents.

3 COVERAGE

- (a) This Policy covers and applies to Employees in relation to Infringing Workplace Behaviour and including poor performance.
- (b) This Policy does not cover or apply to behaviours that amount to or are dealt with by Council as:
 - (i) incapacity for work
- (c) For the avoidance of doubt this Policy does not cover or apply to a Councillor.

4 REQUIREMENTS

- (a) Employees must comply with this Policy.
- (b) Managers/Supervisors must communicate and implement this Policy within their area of responsibility.

5 ROLE RESPONSIBILITIES

5.1 What are the Manager/Supervisor's Responsibilities?

Managers/Supervisors are responsible for:

- (a) ensuring appropriate management of Infringing Workplace Behaviours;
- (b) making appropriate records relating to disciplinary procedures;
- (c) making reasonable resources available to assist Employees;

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- (d) advising Employees of reasonable internal and external support; and
- (e) identifying the appropriate support, training or experience and opportunities to avoid Infringing Workplace Behaviours.

5.2 What are the Employee's Responsibilities?

Employees are responsible for:

- (a) their own behaviours, including avoiding Infringing Workplace Behaviours;
- (b) participating appropriately in disciplinary procedures; and
- (c) requesting or participating in the appropriate support, training or experience and opportunities to avoid Infringing Workplace Behaviours.

6 ENGAGING IN A DISCIPLINARY PROCESS AND OUTCOME

6.1 Council's Disciplinary Procedure

Council's Disciplinary Procedure provides for:

- (i) an appropriate disciplinary process to determine whether Infringing Workplace Behaviour has occurred and related facts and circumstances; and, if so
- (ii) appropriate disciplinary outcomes.

6.2 When may Council commence a disciplinary process?

Council may only commence a disciplinary process where it has formed a reasonable suspicion (i.e. there exists facts which are sufficient to induce a suspicion in a reasonable person) that an Employee has engaged in Infringing Workplace Behaviour.

6.3 What is the disciplinary process?

The Disciplinary Procedure provides for guidelines containing a number of different processes Council may utilise to appropriately determine Infringing Workplace Behaviour.

6.4 Is there a requirement to use a particular disciplinary process?

Council may use a particular disciplinary process that a Manager/Supervisor considers reasonable in the circumstances that is consistent with the Disciplinary Procedure and provides procedural fairness appropriate to the circumstances.

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6.5 Who conducts a disciplinary process?

- (a) A disciplinary process is conducted by the Employee's immediate Manager/Supervisor.
- (b) Despite this, Council may decide, taking into consideration the relevant circumstances, to utilise instead or in addition to the Employee's immediate Manager/Supervisor:
 - (i) a more senior Manager/Supervisor; and/or
 - (ii) an independent external person
- (c) Where there is a related party conflict, an independent external person will be used to conduct the disciplinary process.

6.6 What is the disciplinary outcome?

The Disciplinary Procedure provides for guidelines containing a number of different outcomes Council may utilise to appropriately determine Infringing Workplace Behaviour.

6.7 Is there a requirement to implement a particular disciplinary outcome?

Council may implement a particular disciplinary outcome that a Manager/Supervisor considers reasonable in the circumstances that is consistent with the Disciplinary Procedure.

6.8 Who carries out a disciplinary outcome?

A disciplinary outcome will be carried out by an authorised Manager/Supervisor following a disciplinary process where there is a finding of Infringing Workplace Behaviour. This may, depending on the circumstances, range from the Employee's immediate Manager/Supervisor through to the General Manager.

6.9 What if an Employee considers that a disciplinary outcome imposed on them is excessive or inappropriate?

Employees should discuss the outcome with their Manager/Supervisor before seeking external advice regarding an appropriate appeal process (if any) in the circumstances.

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DISCIPLINARY PROCEDURE

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1 AUTHORITY & APPLICATION

| | |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Definitions | As per this Policy (2017-47) as amended from time to time. |
| Training | Council will provide all persons covered by this Procedure with appropriate training so they are made aware of their responsibilities and obligations under the Procedure. |
| Amendment | Council retains the sole discretion to reasonably terminate, replace or vary this Procedure from time to time. Council will consult before amendments are made and will notify and train those the amendments apply to. |
| Interpretation of Procedure | <p>(a) The singular includes the plural and vice versa.</p> <p>(b) A reference to any legislation includes all delegated legislation made under it and amendments, consolidations, replacements or re-enactments of any of them.</p> <p>(c) A reference to policy or procedure means any approved policies or procedures of Council unless otherwise stated.</p> <p>(d) 'including' and similar expressions are not words of limitation.</p> <p>(e) A reference to a document (including this document) is to that document as amended, novated or replaced unless otherwise stated.</p> <p>(f) Where a word or expression is given a particular meaning, other parts of speech and grammatical forms of that word or expression have a corresponding meaning.</p> <p>(g) Examples used in this Procedure are for illustrative purposes only and are not intended to be exhaustive.</p> |

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| | <p>(h) Unless expressly provided for this Procedure is not in any way incorporated as part of any enterprise agreement and does not form part of any employee's contract of employment and any applicable enterprise agreement or contract of employment will prevail over this Procedure to the extent of any inconsistency.</p> <p>(i) It is not intended that this Procedure impose any obligations on the Council or those covered by it that are unreasonable or contrary to the operation of Applicable Laws. Any obligation, direction, instruction or responsibility imposed by this Procedure must be carried out in a manner that an objective third party would consider to be fair and reasonable taking into account and in the context of all the relevant Applicable Laws, operational and personal circumstances.</p> <p>Questions relating to the interpretation, application or enforcement of this Procedure should be directed to a person's Manager/Supervisor.</p> |
| | |

2 GUIDELINES

2.1 General Guidelines

- (a) This Disciplinary Procedure is conducted with a level of formality appropriate to the circumstances but in a practical manner and not to the standard of a judicial hearing or police style examination of the circumstances.
- (b) Particular disciplinary processes and outcomes will be utilised as considered reasonably necessary by Council in the individual circumstances. The exact nature of procedural fairness will vary according to the individual circumstances of each case including confidentiality and privacy considerations and obligations.
- (c) An Employee will be advised of the opportunity to have a support person during this process, who may be a Union official, other industrial representative or other external person. The role of the support person is to assist Employees by providing emotional support, aiding the Employee's understanding or by taking notes, asking appropriate questions, or requesting breaks. An appropriate support person is a person who is not a party to a process or involved as a potential witness or otherwise has a conflict of interest. Where the support person is a Union official or other professional advocate they may speak or write on behalf of Employee but only to as to:

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- (i) matters of interpretation (eg legislation, Industrial Instrument etc);
 - (ii) clarify, summarise and explain the member or client's position;
 - (iii) resolution of the matter; and/or
 - (iv) submissions as to mitigation and/or penalty.
- (d) The need to consider and conduct a disciplinary process under this Policy is a matter to be determined by Council in the circumstances. A complaint and/or complainant is not always necessary to consider, commence and/or conduct a disciplinary process given Council's duty of care, in general terms, to provide a safe Workplace. For example there may not be a specific complaint or complainant that money has been stolen but if the financial irregularity is discovered during an audit process Council may consider it appropriate to commence and/or conduct a disciplinary process in accordance with this Policy.

2.2 Guidelines for Nominated Persons for Conducting Disciplinary Processes

- (a) **Treat fairly and seriously** - assess all matters on their merits and facts. Any disciplinary process should be thorough enough and obtain relevant and credible evidence as is reasonably necessary to ensure substantive fairness by:
- (i) providing particulars of allegations and available evidence (including a copy of any complaints if available and not otherwise inappropriate to provide on legitimate work health and safety grounds) so participants understand the context of the process in which they are being required to participate;
 - (ii) providing Employees with a reasonable opportunity to respond to allegations, findings, proposed disciplinary action, subsequent or additional information (whether in writing and/or in person as appropriate) or other process;
 - (iii) making factual findings that are reasonably open to be made (e.g. specific behaviours and their context and surrounding circumstances);
 - (iv) making conclusions or characterisations (e.g. breaches of policies which are serious) that can be objectively drawn from those factual findings;

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- (v) notifying Employees of the findings relevant to them and any proposed disciplinary action (if any);
 - (vi) taking into account the nature and extent of the Infringing Workplace Behaviours, an Employee's personal circumstances and employment record including prior disciplinary action, any mitigating circumstances, Council requirements and any other relevant matters to ensure that any disciplinary outcome is appropriate in the circumstances; and
 - (vii) notifying Employees of the disciplinary action (if any) which will be imposed and when.
- (b) **Act promptly** – disciplinary matters should be dealt with courteously, respectfully and within appropriate timelines on a case by case basis. All relevant parties should be provided reasonable estimates of timeframes and be kept reasonably informed of the progress. Extensions of time may be appropriate in complex matters where justified. If additional time beyond the initial estimate is reasonably required to address the issues, all relevant parties should be advised of the additional time required and, in a manner appropriate, the reasons for the delay.
- (c) **Support all parties** – Employees involved in the process should be told what support is available including EAP.
- (d) **Be neutral** - impartiality towards everyone involved (i.e. persons seeking to impose disciplinary action, witnesses, affected parties, and responding persons). Participants should also avoid any personal or professional bias (perceived or actual). If a preliminary enquiry or Workplace investigation is undertaken, the investigator may be internal or external to Council and must be a person who is:
- (i) objective and neutral and impartial (i.e. avoid real or perceived bias);
 - (ii) competent having regard to the particular circumstances;
 - (iii) available to conduct a preliminary enquiry or Workplace investigation and report in a timely manner; and
 - (iv) not a potential witness or who has had prior dealings with parties that creates a real or perceived bias.

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- (e) **Communicate process and outcomes** - all parties should be reasonably informed of the process, and what they can expect will happen during a resolution process and potential outcomes. Council will provide all parties with clear reasons for any actions taken or not taken. Details of disciplinary matters should only be disclosed in a manner to those parties that need to know, provided that such disclosure does not create an unreasonable risk to their health and safety.
- (f) **Maintain confidentiality** - the process should ensure appropriate confidentiality for all parties involved and consider individual requests for confidentiality subject to Council's duty to provide a safe Workplace.
- (g) **Keep records as appropriate** - some form of record should be made of the disciplinary process and matters dealt with under this Procedure including details of allegations, written responses or submissions from those involved, the process adopted and any outcomes.
- (h) **Seeking advice and support** - Participants are entitled to obtain advice of their choice and have a support person, who may be a Union official, other industrial representative or other external person, present during any meetings they are required to attend at their own cost.
- (i) **Appropriate interim arrangements** – It is necessary to preserve the integrity of the disciplinary process being undertaken and having regard to the seriousness of allegations or to reasonably ensure the health and safety of any Workers and Other Persons at the Workplace. While in the process of resolving any disciplinary matter, the parties must reasonably ensure that there is no interruption to work. Council may impose appropriate interim arrangements which may include any combination of the following:
 - (i) stand down with pay [unless otherwise specifically provided for in an industrial instrument] Employees responding to allegations (and other Employees where considered appropriate);
 - (ii) providing alternative duties to Employees;
 - (iii) directing temporary changes to work arrangements (including reporting lines and location);
 - (iv) preventing or restricting communication between Employees, Workers and Other Persons at the Workplace;

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- (v) imposing, for legitimate work health and safety reasons only, confidentiality obligations on Employees, Workers and Other Persons at the Workplace (which does not preclude the taking of bona fide advice from a Union official or other professional advocate);
- (vi) preserving evidence - if necessary secure part of the Workplace, obtain photographs or take any other steps to preserve physical evidence that may otherwise be lost; and
- (vii) reporting to relevant authorities – e.g. Police, Regulators, Work Safe Tasmania etc.

Any action taken in subparagraph (i) is an interim measure only and is not a disciplinary outcome and is without loss of pay or other entitlements [unless otherwise specifically provided for in an industrial instrument].

3 DISCIPLINARY PROCESSES

A disciplinary process appropriate to the circumstances will be applied which will include processes for:

- (a) determining Infringing Workplace Behaviour such as a Manager/Supervisor determination, preliminary enquiry or Workplace investigation; and
- (b) stand downs and other interim arrangements; and
- (c) determining disciplinary outcomes.

4 DETERMINING INFRINGING WORKPLACE BEHAVIOUR

4.1 Manager/Supervisor Determination

- (a) Managers/Supervisors may make determinations if satisfied that conduct occurred or did not occur and that conclusions can be objectively drawn (i.e. make findings as to the nature and extent of Infringing Workplace Behaviour or find that Infringing Workplace Behaviour is not substantiated).
- (b) Examples of this include where:
 - (i) Managers/Supervisors directly observe the Infringing Workplace Behaviour;
 - (ii) Employees do not deny the allegations against them or are found to be unreliable, demonstrably wrong or not credible;

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- (iii) there is no dispute as to the key facts and other factual matters in dispute may not need to be resolved to appropriately determine the matter; and
- (iv) key disputed material facts can be easily resolved by reliable documentary evidence or corroboration by reliable witnesses or physical evidence to find allegations proven or unsubstantiated.

4.2 Preliminary enquiry

- (a) A preliminary enquiry is a process to consider facts and circumstances of reported or suspected Infringing Workplace Behaviour without making findings where there are disputed facts.
- (b) In a preliminary enquiry allegations may not be fully particularised, the Complainant (if relevant) and Respondent(s) (if appropriate) are interviewed and other relevant evidence including interviews may be obtained and evaluated and a report is provided to Council.
- (c) Council can reasonably decide, taking into consideration the relevant circumstances, whether to commence a:
 - (i) preliminary enquiry prior to conducting a workplace investigation (which may or may not occur); or
 - (ii) Workplace investigation without conducting a preliminary enquiry.
- (d) Examples of Council determining to commence a preliminary enquiry include where:
 - (i) there is likely to be no dispute as to the key facts and other factual matters in dispute may not need to be resolved to appropriately determine the matter; or
 - (ii) the nature and extent of the complaints or potential Infringing Workplace Behaviour is unknown and it is reasonable to ascertain this prior to determining any further appropriate disciplinary process including whether specific allegations need to be made and if so against who in a Workplace investigation.
- (e) At the conclusion of a preliminary enquiry, Council may then determine it is reasonably satisfied (on a similar basis as referred to in paragraph 4.1) that:

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- (i) a Workplace investigation will commence to determine whether or not there is Infringing Workplace Behaviour; or
- (ii) Infringing Workplace Behaviour has occurred based on facts that are not disputed; or
- (iii) Infringing Workplace Behaviour has not occurred or is unsubstantiated.

4.3 Specific Workplace investigation

- (a) A specific Workplace investigation is a formal process to objectively and reliably determine facts and circumstances of reported or suspected Infringing Workplace Behaviour to determine whether specific allegation(s) of Infringing Workplace Behaviour has occurred.
- (b) In a Workplace investigation allegations are particularised and made against specific Employee(s), relevant witnesses are interviewed and other relevant evidence is obtained and findings of fact are made to determine allegations and other relevant matters.
- (c) Examples of Council determining to commence a specific Workplace investigation include where:
 - (i) there is a dispute as to the key facts and other factual matters which must be resolved to make findings as to the nature and extent of Infringing Workplace Behaviour or find that Infringing Workplace Behaviour is not substantiated; and
 - (ii) having regard to the nature of the complaints (if relevant) or seriousness of the allegations and the potential consequences (e.g. dismissal is a potential disciplinary outcome and potential impact on an Employee's reputation).

5 DISCIPLINARY OUTCOMES

The following types of disciplinary action may be implemented at the conclusion of a disciplinary process where Infringing Workplace Behaviour is found to have occurred.

5.1 General Guidelines

- (a) To be effective, disciplinary action, where dismissal is not appropriate should emphasise correcting Infringing Workplace Behaviours to bring about a required change rather than just punishing and deterring Employees.

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- (b) Without limiting what particular disciplinary action may be imposed in the individual circumstances, as a general guide, it should provide for increasingly serious steps if Infringing Workplace Behaviours do not change.
- (c) Where action is undertaken in accordance with sections 5.2 to 5.7, Employees should therefore be informed, regardless of the type of disciplinary action, as to how and why their behaviour is considered Infringing Workplace Behaviour.
- (d) Where action is undertaken in accordance with sections 5.2, 5.3, 5.4 and 5.7, Employees should also be informed, regardless of the type of disciplinary action, as to:
 - (i) the required standards of behaviour and any reasonable assistance available for Employees to achieve this;
 - (ii) support provided by Council to correct the behaviour;
 - (iii) (if appropriate) timeframes within which Employees will be required to improve or change behaviours; and
 - (iv) what may occur if Employees' behaviours do not improve or change including types of potential disciplinary action.
- (e) It may be appropriate for a combination of types of disciplinary outcomes to be implemented.

5.2 Formal Counselling

- (a) Formal counselling involves formally expressing dissatisfaction with an Employee's behaviour during a meeting including documenting the outcome which will form part of the Employee's employment record.
- (b) Formal counselling is considered as less serious than a written warning and to not place the Employee's employment at immediate risk.

5.3 Written Warnings

- (a) A written warning may be implemented where it is considered necessary to formally express dissatisfaction with an Employee's behaviour and to expressly put the Employee on notice that ongoing employment is at risk if there is further Infringing Workplace Behaviour.
- (b) A written warning will be provided to an Employee during a meeting and will form part of the Employee's employment record.

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- (c) Written warnings do not have to follow a '3 warning' process before dismissal is considered. Termination can be considered without any minimum number of prior warnings depending on the circumstances. Each matter is considered on its merits.
- (d) For example, an Employee may receive more than 3 written warnings for different types of Infringing Workplace Behaviour and not have dismissal considered. Alternatively, an Employee may receive a first and final written warning for a particularly serious instance of Infringing Workplace Behaviour without any previous disciplinary action.
- (e) A written warning does not 'expire' after a period of time and remains part of an Employee's employment record. Not all warnings may be relevant to future disciplinary action. The 'age' of the warning will be a relevant factor in considering any subsequent potential disciplinary action. Regardless of the 'age' of a warning, a previous warning will only be relevant where there is a consistent and causal connection between the alleged Infringing Workplace Behaviour to it.

5.4 Transfer

On appropriate health and/or safety grounds (eg to remove interpersonal conflict, threat of injury or equivalent requirement) an Employee may be transferred to work in another area of Council as part of the disciplinary outcome.

5.5 Dismissal with notice or a payment in lieu of notice

- (a) Dismissal may occur where Council determines it is appropriate to terminate the employment relationship.
- (b) Dismissal should not occur under this Procedure unless there is a valid reason for dismissal, Employees have been accorded an adequate level of procedural fairness and any other relevant matters have been considered.
- (c) Examples of this include where the Infringing Workplace Behaviour:
 - (i) results in poor performance that has not adequately improved following a Performance Management ;
 - (ii) causes the employment relationship to have irretrievably broken down or a loss of mutual trust and confidence necessary to continue the employment relationship;
 - (iii) potentially damages the reputation of Council or undermines the capacity of an Employee to remain in the Workplace;

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- (iv) relates or is similar to behaviours that an Employee has previously been formally warned that further instances may result dismissal; or
 - (v) is of itself or viewed collectively with other Infringing Workplace Behaviours of such a serious nature to warrant dismissal.
- (d) Council in its discretion may provide or make a payment in lieu of the required notice period.

5.6 Immediate dismissal without payment in lieu of notice

- (a) Employees found to have engaged in serious misconduct may be dismissed without notice or any payment in lieu of notice.
- (b) Serious misconduct is conduct and/or behaviour which is sufficiently serious for Council to consider termination of employment.
- (c) Serious misconduct has its ordinary meaning and includes both:
 - (i) wilful or deliberate behaviour by an Employee that is inconsistent with the continuation of the contract of employment; and
 - (ii) conduct that causes serious and imminent risk to the:
 - (A) health or safety of a person; and
 - (B) reputation, viability or profitability of Council.
- (d) Examples of serious misconduct include (unless an Employee is able to show that the conduct engaged in was not conduct that made employment in the period of notice unreasonable):
 - (i) theft;
 - (ii) fraud;
 - (iii) assault; and
 - (iv) without reasonable grounds refusing to carry out a lawful and reasonable instruction that is consistent with an Employee's contract of employment.

5.7 Other disciplinary outcomes

Other actions, which are not disciplinary action, may be considered as part of a disciplinary outcome, other than dismissal, to bring about a positive change include:

- (a) coaching;
- (b) training;
- (c) mediation or facilitated meetings between Employees;

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- (d) (if applicable) notifying complainant/s of outcome;
- (e) appropriate report back to Other Persons at the Workplace;
- (f) other appropriate actions; and
- (g) processes to monitor Employee behaviours or the outcomes of any actions referred to in this paragraph 5.7.

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Policy No. 2013- 11

Legal Opinions Policy

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Council from time to time may require a legal opinion to enable them to make an informed decision on a matter before Council.

Council may direct the General Manager to obtain a legal opinion in relation to an item listed on Council's Ordinary or Special Meeting agenda or a Council Closed Session agenda for a decision.

The General Manager is authorised to obtain a legal opinion in relation to any matter that, in the opinion of the General Manager, is required.

The Mayor is authorised to obtain a legal opinion in relation to confidential matters or proceedings raised by a third party against the Councillors or General Manager.

The Deputy Mayor is authorised to obtain a legal opinion in relation to confidential matters or proceedings raised by a third party where the matter relates directly to the Mayor or involves the Mayor as a party to the matter raised, or in instances where a matter has been referred directly to the Deputy Mayor because of the nature of the proceedings or matter raised.

Where a legal opinion has been requested, the legal opinion must be in writing.

Council will not consider an agenda item, where, in the opinion of the Mayor or General Manager, a legal opinion should be sought.

Where an agenda item has a reference to a legal opinion, the written legal opinion will be included in the closed session agenda for that meeting.

If the Mayor, Deputy Mayor or a Councillor obtains a private legal opinion or legal advice in respect of a council matter or a potential council matter:

- (a) The cost of that advice is borne by the Mayor, Deputy Mayor or Councillor;
- and

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(b) The Mayor, Deputy Mayor or Councillor cannot refer to that legal advice without providing a copy of that advice to all Councillors.

A copy of all correspondence received from both the Auditor-General and the Solicitor-General must be promptly given to the Mayor and presented to Council.

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Policy No. 2013- 13

Rates & Charges Policy

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1. Policy Statement

Council rates are a form of property tax levied by Local Government as the primary source of funding for the many mandatory and discretionary services that are provided. Rates are administered in line with the *Local Government Act 1993* which allows some flexibility for each Council to make decisions that suits its local community.

As rates are a method of taxation, the total amount of rates paid may directly relate to the services used by each ratepayer.

Property values (set by the Valuer-General) play an important role in determining how much each individual ratepayer contributes to the cost of delivering Council services and activities.

All land within a Council area, except for land specifically exempt (e.g. Crown land, Council occupied land and other prescribed land) is rateable. Council also raises revenue through fees and charges, which are set, giving consideration to the cost of the service provided and any equity issues.

2. Scope

This policy provides a high level framework within which Council will set rates and charges to be levied on properties within its municipal area. It is intended to inform the decision making process, however does not represent the making of specific decisions with respect to property rating. Such decisions will be made annually, or as required, in accordance with relevant legislative requirements.

3. Specific Legislative Requirements

The *Local Government Act 1993* requires Council's policy to take account of the following matters:

- (a) That rates constitute taxation for the purposes of the Local Government rather than a fee for service
- (b) The value of rateable land is an indicator of the capacity of the ratepayer in respect of that land to pay rates.

4. Policy Details

Council is faced with balancing its service levels, the needs and expectations of the community and setting appropriate tax levels to adequately resource and fulfil its roles and responsibilities. In determining rates for a financial year, Council gives primary consideration to:

- Council's Strategic Plan
- The Local Government Act 1993
- Current economic climate, and
- Likely impacts on the community

4.1 General rates will be levied on all rateable properties, regardless of the extent to which Council services are used by the owners or residents of those properties. This is consistent

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with the principle of rates being a form of taxation (as determined by *S86A(1) of the Local Government Act 1993*).

- 4.2 The primary basis for determining the level of general rates (and, where determined appropriate, other rates) levied on individual properties will be the assessed annual value (AAV) of each property. This is consistent with the value of land being an indicator of capacity to pay (as determined by *S86A(1) of the Local Government Act 1993*).

- 4.3 Council considers that the General Rate should comprise two parts:

- (a) A fixed charge component - Council considers the imposition of a fixed charge is the most fair and equitable means of ensuring that all ratepayers contribute equally to the administration of Council's services and the development and maintenance of the Community's infrastructure; and
- (b) A cents in the dollar of the Assessed Annual Value (AAV) – which is an indicator of the capacity to pay

The total revenue raised from the fixed charge component cannot exceed an amount equal to 50 per cent of the council's general rate for the year. The general rate must be applied to all ratepayers and cannot be varied.

- 4.4 Council will levy one or more service rates for fire protection, with associated minimums. These will be levied in accordance with notifications provided by the State Fire Commission under relevant legislation.
- 4.5 Council will levy a service charge in respect of waste management for the making available of waste management services comprising waste disposal areas, waste transfer stations, domestic roadside bins, town door to door garbage and recycling collections and other related waste management facilities. This will be based on a fixed charge and will be varied according to use or non-use of land.

Adoption of Valuations

- 4.6 Council adopts the "AAV" as assessed by the Valuer-General as the valuation method to be used in determining rates. If a ratepayer is dissatisfied with the valuation made, the ratepayer may object to the Valuer-General in writing.
- 4.7 Council has no role in the assessment of objections to valuations. The lodgement of an objection does not alter the due date for the payment of rates. Rates must be paid in accordance with the Rates Notice until otherwise notified by Council.

Rate Concessions

- 4.8 The State Government, in providing equity across Tasmania, funds a range of concessions in relation to Council rates. The concessions are administered by various State Government agencies that determine eligibility and pay the concession directly to Council on behalf of the ratepayer. Concessions are available only on a ratepayer's principle place of residence.

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- 4.9 Ratepayers seeking a rate concession are not to withhold payment of rates pending assessment of an application by the State Government. Rates must be paid in accordance with the Rate Notice.
- 4.10 A refund will be paid to an eligible person if Council is advised a concession applies and rate instalments have already been paid.

An eligible person is a ratepayer who holds a Pensioner Concession Card, DVA Gold Card or Government Health Care Card is entitled to a remission of rates subject to a range of criteria. This remission does not apply to holders of Commonwealth Seniors Health Cards.

Payment of Rates

- 4.11 Council rates are payable by four equal instalments. The total outstanding balance of rates may be paid in full at any time. Any arrears outstanding are payable with the first instalment.
- 4.12 Any ratepayer who may, or is likely to, experience difficulty with meeting the standard quarterly payment should contact the Rates Department to discuss alternative payment arrangements.

Late Payment of Rates

- 4.13 Council has determined that penalties for late payments will be imposed in accordance with provisions of the *Local Government Act 1993*.
- 4.14 A penalty of 10% of the unpaid instalment may be imposed on instalments not paid by the due date.

Recovery of Rates

- 4.15 In accordance with sound financial management principles, Council's Rates Department will apply prudent debt management practices to Rate Debtors. This includes an ongoing review of rates in arrears and following a systematic debt recovery approach.
- 4.16 Rates, which remain in arrears for a period exceeding 30 days from the due date of the instalment, will be subject to recovery action.
- 4.17 Prior to taking legal action, Council will provide the ratepayers with a notice in writing of its intention to recover the outstanding debt through the Courts and provide 14 days for payment prior to lodging the outstanding debt with its solicitors.

Sale of Land for Non-payment of Rates

- 4.18 The *Local Government Act 1993* provides that a Council may sell any property where the rates have been in arrears for a period of three years or more. Council is required to:

(a) Notify the owner of the land of its intention to sell the land

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- (b) Provide the owner with the details of the outstanding amounts; and
- (c) Advise the owner of its intention to sell the land if payment of the outstanding amount is not received within 90 days. Except in extraordinary circumstances, Council will enforce the sale of land for arrears of rates.

Remission of Rates

- 4.19 Application for remissions of rates and charges will be considered under the discretionary provisions of *Section 129 of the Local Government Act 1993*.

Objections to Rate Notice

- 4.20 *Section 123 of the Local Government Act 1993* sets out the grounds on which a person may object to a rates notice.

5. Review of Policy

- 5.1 Reviewed, at a minimum, on a four yearly basis.

6. Disclaimer

- 6.1 A rate cannot be challenged on the basis of non-compliance with this policy and must be paid in accordance with the required payment provisions.
- 6.2 Where a ratepayer believes that the Council has failed to properly apply this policy it should raise the matter with Council. In the first instance, contact should be made with the Rates Department.

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Policy No. 2013-02

USE OF COUNCIL HALLS

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1. Introduction

Council recognises that it has a responsibility towards neighbouring property owners and for this reason desires the hirers of rate funded facilities to preserve the amenity and sense of well-being that all neighbourhoods are entitled to in this municipality.

Council also recognises the value of providing community halls and associated amenities for use by the community.

This Policy is applicable to all hirers of Council halls.

2. Interpretation

- **“Council Hall”** shall mean the community centre building, hall, supper room, kitchen and conveniences.
- **“Council”** shall mean the Central Highlands Council.
- **“Casual Hirer”** shall mean a group or individual granted use of the hall or any part thereof.
- **“Council Officer”** shall mean any Council employee requested to carry out the particular function discussed regardless as to whether they have been formally delegated to do so or not.
- **“Senior Council Officer”** shall mean the General Manager, Deputy General Manager or Senior Administration Officer.

3. Application

The right to use Council halls is subject to Council receiving an application from an applicant of legal age (18+ years) on the required form signed by the applicant, stating the purpose, hours and portion or portions of the building required and containing the applicant’s undertaking to comply with the conditions of hire.

Where application is made on behalf of an organisation or body of persons, the applicant shall state the name of such organisation and the authority of the applicant for making such application.

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Bothwell Football Club has seasonal rights to use the Bothwell Football Club and Community Centre building between April and September in each year subject to Council receiving an application from the Bothwell Football Club by the 28 February of that year on the required form signed by the President or Secretary of the club. The club must complete all sections of the application form and return to Council by the 28 February of that year prior to the commencement of hire. The application cannot be considered unless accompanied by current copy of the club's "Certificate of Currency" for Public Liability Insurance and the hire fees have been paid in full. These fees will be in accordance with Council's Fees & Charges for each financial year. The seasonal rights allocation relates to the home & away competition and Finals only. The Bothwell Football Club has no seasonal rights to use the Bothwell Football Club and Community Centre building for pre-season training. Pre-season training is to be booked as per normal hire procedures.

Bothwell Cricket Club has seasonal rights to use the Bothwell Football Club and Community Centre building between October and March in each year subject to Council receiving an application from the Bothwell Cricket Club by the 31 August of that year on the required form signed by the President or Secretary of the club. The club must complete all sections of the application form and return to Council by the 31 August of that year prior to the commencement of hire. The application cannot be considered unless accompanied by current copy of the club's "Certificate of Currency" for Public Liability Insurance and the hire fees have been paid in full. These fees will be in accordance with Council's Fees & Charges for each financial year. The seasonal rights allocation relates to the home & away competition and Finals only. The Bothwell Cricket Club has no seasonal rights to use the Bothwell Football Club and Community Centre building for pre-season training. Pre-season training is to be booked as per normal hire procedures.

All events shall cease no later than 12 Midnight.

4. Hire Charges

Hire Charges (Schedule of Fees) are approved by Council annually as part of the budget process and are to be applied accordingly. A copy of the Schedule of Fees is available at the Council office in Bothwell and Hamilton or on Council's website.

An inspection of the Council hall shall be carried out immediately prior to the hire by the applicant and a Council employee, and again immediately after.

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A bond is payable as set out in Councils Schedule of Fees and shall be refundable upon a satisfactory inspection.

If the facility or part there-of is not vacated by the engaged time, the hirer shall pay the additional charged as detailed in Council's Schedule of Fees.

Church Functions, Fundraising for Local Activities, Meetings of Local Groups, Local Non for Profit Groups and Local Schools may be eligible to hire on a free of charge basis.

Applications by these groups are to be directed to the General Manager or Senior Council Officer for consideration as to whether a hire charge is to be raised.

Normally, where hire charges are waived, a bond would not be required but this is still at the discretion of the General Manager or Senior Council Officer. Where bonds have been waived, the Hirer is to be advised that any damages or breakages will be invoiced to the Hirer.

5. Damage

The floor, walls, curtains, or any other part of the building or any fittings or furniture shall not be broken, pierced by nails or screws or in any such manner or in any way be damaged, and no notice, sign, advertisement, scenery, fittings, or decorations of any kind be erected in the building or attached to or affixed to the walls, doors or any other portion of the buildings, fittings or furniture without prior consent of the General Manager.

The hirer shall not be permitted to bring in any stage machinery, electrical installation appliances, exhibition stands and the like without the express consent of a Senior Council Officer. No staples, nails or sticky tape are to be used on the walls. Hooks may be installed to hang decorations for functions but only if agreed to by a Senior Council Officer.

If any damage takes place, the Senior Council Officer's assessment of the damage shall be taken as final without right of appeal, and such sum shall firstly be deducted from the bond. Any remaining balance shall be invoiced to the hirer and will be payable within thirty days from the date of the invoice.

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6. Cleaning

The hirer shall leave the hall and/or rooms in a tidy condition and all fixtures and utensils in good order and condition, and shall remove all rubbish, refuse and waste matter immediately after the function.

If the hall is left in an unacceptable state, the cleaning cost will be deducted from the bond. Any remaining balance shall be invoiced to the hirer and will be payable within thirty days from the date of the invoice.

7. Free Access

The General Manager and any Council Officer shall at all times, notwithstanding any hiring, be entitled to free access of every part of the building.

8. Subject of Entertainment

Prior to engagement of the hall or any part thereof for a meeting, lecture or entertainment, the purpose of the meeting and the topic of such lecture or entertainment shall be submitted to, and be subject to approval by, a Senior Council Officer.

9. Refusal to Hire Out

It shall be at the discretion of Senior Council Officers to refuse to hire out the hall, other rooms or hall equipment. Notwithstanding that the hall, other rooms or hall equipment may have been hired out or that these conditions may have been accepted and signed, and the hire fee paid, a Senior Council Officer shall have the right to cancel such hire. Any hire fees or bond paid will be returned. The hirer agrees to accept this right and to be held to have agreed to such cancellation and to have no claim at law or in equity for any loss or damage in consequence thereof.

10. Municipal Function

Senior Council Officers shall be empowered to cancel any booking made for the hall or any part thereof when they are required for Council functions or State/Federal elections. Any hire fees or bond paid will be returned. The hirer agrees to accept this right and to be held to have agreed to such cancellation and to have no claim at law or in equity for any loss or damage in consequence thereof.

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11. Liquor

No alcohol of any kind shall be brought into the building without the consent of a Senior Council Officer.

Prior to any function where liquor is to be consumed, the hirer must contact the Licensing Board to ascertain whether a liquor licence is required or whether any other conditions or restrictions will apply.

If the Licensing Board determines that a liquor licence is required, a copy of the liquor licence is to be submitted to a Senior Council Officer prior to occupancy of the building, otherwise the relative hall hire will be cancelled.

If the Licensing Board determines that a liquor licence is not required, a copy of that determination or advice is to be submitted to a Senior Council Officer prior to occupancy of the building, otherwise the relative hall hire will be cancelled.

Any conditions or restrictions advised by the Licensing Board are to be adhered to. A copy of the conditions or restrictions is to be submitted to a Senior Council Officer prior to occupancy of the building, otherwise the relative hall hire will be cancelled.

The following conditions are imposed by Council where the event is serving liquor or the event is BYO liquor:

- Alcohol not to be provided to people under 18.
- Alcohol must not be available from the hall as take-away.
- Alcohol must not be consumed outside the hall.
- Designated bar staff and servers of alcohol are required to hold current Responsible Serving of Alcohol Certificates.

12. Disorderly Behaviour

No fighting, obscene or insulting language or disorderly behaviour shall be permitted in any part of the building.

The hirer shall be held responsible for the behaviour and conduct of those in attendance during the period of hire.

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13. Gambling

No game of chance in which money is passed as a prize, either directly or indirectly, shall take place in any portion of the building unless the required permits and the written consent of a Senior Council Officer are first obtained.

14. Subletting

No portion of the building hired shall be sublet or tenancy transferred or assigned without the written consent of a Senior Council Officer.

15. Liability

Neither the Council nor its servants shall be liable for any loss or damage sustained by the hirer, or any person from or corporation entrusted to, or supplying any article or thing to the hirer by reason of such article or thing being lost, damaged or stolen. The hirer hereby indemnifies the Council against any claim by any person, firm or corporation in respect of such article or thing.

16. Insurance

The hirer of the hall or any part thereof, shall not do or neglect to do or permit to be done or left undone, anything which will affect the Council's insurance policy or policies relative to fire or public risk in connection with the building, and the hirer hereby agrees to indemnify the Council to the extent that such policies are affected through any such act of commission or omission.

Sporting Clubs and Commercial hirers are required to take out and keep current during the period of hire, insurance policies relating to Public Liability, Professional Liability and Product Liability (as applicable). These are to be in a form approved by the Council with Council noted as an interested party on the Certificate of Currency with Hirer insuring, for a minimum sum of twenty million dollars, the Council and the Hirer against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against the Council or the hirer or both arising out of or in relation to functions held at the hired facilities.

Casual hirers will normally be covered by Council's insurance policies. However, cover does not include participation in sporting activities, performances by performers or entertainers, amusements, children's rides, animal rides, amusement rides and dancing and inflatable recreation equipment, child care and sale of second hand goods.

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17. Indemnity

The hirer agrees to indemnify and keep indemnified and to hold harmless the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to functions held at the hired facilities.

18. Management of Hall

The hirer and persons under his/her discretion shall obey all directions or orders given by the Council's staff as to the management of the hall and function being conducted therein.

Any hirer or servant of the hirer, committing a breach of one or more of these conditions will be expelled from the venue being used.

If not elsewhere expressly stated in these conditions, the hirer will at all times comply with the requirements of Federal or State Acts of Parliament as well as Local Laws, policies and procedures of the Central Highlands Council.

19. Disputes

In the event of any disputes or differences arising as to the interpretation of these conditions, or of any matter or thing contained therein, the decision of the General Manager thereon shall be final and conclusive.

20. Hiring of Council Furniture and Equipment

Council may hire out furniture and equipment from Council Halls. The hirer shall be held liable for the return of all such goods in the same condition in which they were received. All breakages and losses shall be charged to the hirer at the replacement cost of such breakages and/or losses.

21. The Hirer shall enforce the following requirements within the facility

- No smoking in the building or within 3 metres of the building
- No confetti to be used in or around the facility
- All electrical appliances being used by the hirer are to be switched off before vacating the facility, any electrical appliance that was on prior to the hiring the facility should be left on.
- All doors are to be checked to ensure they are locked before leaving the facility

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22. Emergency Evacuation Assembly Area

The Hirer is to be aware of the hall layout and locations of emergency exits and the location of the Emergency Evacuation Assembly Area.

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CENTRAL HIGHLANDS COUNCIL

APPLICATION TO HIRE COUNCIL HALL OR HALL EQUIPMENT

Applicant.....

Full Name and Business Name (as applicable)

Address.....

I/We have received, read and understand the conditions of hire, and hereby undertake to comply with all conditions, regulations and charges relative to the hire of the:

.....

for the purpose of:

.....
.....
.....
.....

Period of Hire: From /...../..... To /...../.....

Time required: From am/pm To am/pm

Approximate number attending:

Do you intend having liquor at the function? ☐ Yes ☐ No

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Has a copy of Licensing Board correspondence been provided? ☐ Yes ☐ No ☐ NA

Has a copy of the liquor licence been provided? ☐ Yes ☐ No ☐ NA

Have copies of Certificates of Currency been provided? ☐ Yes ☐ No ☐ NA

Name of Person Responsible for Serving of Alcohol

Note: Must have RSA Certificate (copy to be provided)

If Hall equipment is being requested for hire, please enter requirements in the table below. Upon return of the equipment, please complete the table. Please note that losses and breakages will be deducted from your bond. Excess charges will be invoiced.

| | DINNER PLATES | BREAD & BUTTER PLATES | CUPS & SAUCERS | BOWLS | SOUP BOWLS | KNIVES | FORKS | SOUP SPOONS | DESSERT SPOONS | TEA SPOONS | CHAIRS | TRESTLES |
|-------------------|------------------|-----------------------------|-------------------|-------|---------------|--------|-------|----------------|-------------------|---------------|--------|----------|
| REQUIRED | | | | | | | | | | | | |
| RETURNED | | | | | | | | | | | | |
| BROKEN OR LOST | | | | | | | | | | | | |

APPLICANT'S POSITION IN THE ORGANISATION:.....

ADDRESS:.....

TELEPHONE: Business.....Private.....Mobile.....

EMAIL:.....

.....

...../...../.....

Applicant's signature

Date

| | | |
|-----------------------------|--------------------------|-----------------------------|
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COMPLIANCE WITH CONDITIONS OF USE OF COUNCIL POLICY 2013-02 USE OF COUNCIL HALLS

The above-named Applicant acknowledges having received and read a copy of the Central Highlands Council Policy 2013-02 Use of Council Halls which is attached to this document and agrees to be bound by and comply with the said Policy in every respect. The Applicant further undertakes to be responsible for ensuring that all individuals or groups using the allocated Council hall or part thereof at the times and days allocated for the Applicant shall comply with the conditions in the policy.

INSURANCE

Sporting Groups and Commercial applicants further agree to take out and keep current during the period of the hiring of the Council hall or part thereof, Public Liability, Professional Indemnity and Product Liability insurance policies as applicable in a form approved by the Council. These policies are to be in the joint names of the Council and the Organisation insuring, for a minimum sum of ten million dollars, the Council and the Applicant against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against the Council or the Applicant or both arising out of or in relation to the use of the council hall or part thereof.

INDEMNITY

The Applicant further agrees to Indemnify and keep Indemnified and to Hold Harmless the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to functions held at the hired facilities.

CERTIFICATE OF CURRENCY

Sporting Groups and Commercial applicants are required to produce copies of Certificates of Currency from their insurer which confirms that Public Liability, Professional Indemnity and Product Liability insurance policies as applicable are in force for the duration of the function to be held at the hired facilities. The policies are to contain the following provisions:

1. The policies must be for a minimum of \$20 million and must name the Central Highlands Council as an interested party.
2. The insurance policies should contain a standard cross liability clause.

| | | |
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Copies of Certificates of Currency confirming the period and amount of cover and showing the Central Highlands Council as an interested party, must be produced and will form part of the Agreement.

PERMITTED HOURS/DAYS OF USE

The Applicant agrees that the permitted hours of use shall be only those times and days allocated for the Applicant and confirmed in writing by Council.

Dated at.....thisday of.....20.....

.....

Applicant's Signature

.....

Senior Officer's Name

.....

Senior Officer's Title

.....

Senior Officer's Signature

| | | |
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COUNCIL USE ONLY

Has a copy of photo identification been supplied?

☐ Yes

☐ No

Type of photo identification supplied:.....

Reference number of photo identification:.....

Acceptance or rejection of application:

☐ Accepted

☐ Rejected

.....
Senior Officer's Name

.....
Senior Officer's Position Title

.....
Senior Officer's Signature

...../...../.....
Date

| | | |
|-----------------------------|--------------------------|-----------------------------|
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COUNCIL USE ONLY

Is the Application for Hire on behalf of a:

Church Function?

☐ Yes

☐ No

Fundraising Activity for a Local Facility?

☐ Yes

☐ No

Meeting of a Local Group?

☐ Yes

☒ No

Local Non for profit Group?

☐ Yes

☐ No

Local School?

☒ Yes

☒ No

If answered Yes to any of the questions above, please refer to the General Manager or Senior Council Officer for approval or rejection of the waiving of hire charges and bonds prior to finalising the application.

Acceptance or Rejection of Waiving Hire and Bond Charges:

(Delete as applicable)

Accepted

Rejected

.....

...../...../.....

General Manager's Signature

Date

OR

.....

...../...../.....

Senior Council Officer's Signature

Date

| | | |
|-----------------------------|--------------------------|-----------------------------|
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COUNCIL USE ONLY

BOND: \$.....

RECEIPT NO.....

PREMISES CHECKED PRIOR TO USE BY.....

PEMISES CHECKED IMMEDIATELY AFTER USE BY.....

REPORTED

DAMAGE.....
.....
.....
.....

ESTIMATED COST OF DAMAGE: \$.....

APPLICANT ADVISED:

☐ Yes

☐ No

BOND AMOUNT REFUNDED: \$.....

CHEQUE NO.....

ACCOUNT SENT:

☐ Yes

☐ No

AMOUNT\$..... A/C NO.....

| | | |
|-----------------------------|--------------------------|-----------------------------|
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VIETNAM VETERANS ASSOCIATION OF AUSTRALIA.
TASMANIA BRANCH Inc.
3 Arnold Street, NEWNHAM, TAS. 7248
Phone: 03 6326 3571
Email: vvaa.state@gmail.com

PATRON: Brian Harper OAM

ABN: 95 350 487 511

STATE PRESIDENT
Terry Roe JP
Email: troeyl@bigpond.com
Mob: 0400 140 870

STATE SECRETARY
Malcolm Cash
Email: malann@bigpond.com
Mob: 0408 763 138

23rd June 2020

Lyn Eyles
General Manager
Central Highlands Council
6 Carlton Street
Hamilton, Tasmania 7140

**VETERANS RETREAT PROJECT – 2 GALAXIA AVENUE, DAGO POINT LAKE SORELL,
INTERLAKEN, TASMANIA**

Dear General Manager,

The Vietnam Veterans Association of Australia (VVAA) – Tasmania Branch Inc were the successful tenderers of the Tasmanian Government's funded project to renovate the existing shack at Lake Sorell and transform the building into a family retreat for use by young, contemporary veterans & current serving men & women of the Australian Defence Force.

The Tasmanian Government has given a completion date of June 2022 for the project to be completed. VVAA Tasmania is currently working with & liaising with Central Highlands Council staff at your Bothwell office, and we are waiting on Building & Plumbing applications to be approved. A Planning Permit DA 2020/20 dated 11 June 2020 has been issued to VVAA Tasmania.

Consideration of waiving of Council Rates.

VVAA Tasmania request of Central Highlands Council to consider putting aside Council Rates for 2 Galaxia Avenue, Dago Point, Interlaken until the project is completed on or before June 2022.

Yours sincerely,

Terry Roe JP
State President
VVAA Tasmania Branch Inc.

8th July 2020

The General Manager
Central Highlands Council
PO Box 20
Hamilton TAS 7140

Dear Lyn,

Request for remission of General Rate – Cemetery 316 Lower Marshes Road, Apsley (PID 5011016)

My husband and I have purchased the property located at 316 Lower Marshes Road, Apsley. This was to prevent the sale and removal of the deconsecrated St. Bartholomew's Church and associated cemetery. We currently maintain the Church building and operate the cemetery. This includes building maintenance, maintenance of existing graves, payment of rates and charges and covering the cost of public liability insurance. The cemetery is rarely used (last burial was over 15 years ago). This cemetery is maintained completely independently from the Church. Members of the public have access to the site at all times, and through the retention of this operational cemetery, local members of the community are able to be buried near family members.

We are enquiring if the Council offers any form of rate relief for cemeteries that are privately owned / operated and respectfully request that Council consider providing us with a remission of the general rate.

Kind Regards,



Susan Webb



Parliament House
HOBART, TAS, 7000

Phone: (03) 6212 2245

Email: pac@parliament.tas.gov.au

PARLIAMENTARY STANDING COMMITTEE OF PUBLIC ACCOUNTS

1 July 2020

Dr Katrena Stephenson
CEO
Local Government Association of Tasmania (LGAT)

Email: katrena.stephenson@lgat.tas.gov.au

Dear Dr Stephenson,

Invitation to make a Written Submission

On behalf of the Public Accounts Committee, I would like to invite LGAT to participate in the new Inquiry into the Government's financial response to the COVID-19 pandemic. As you may be aware, the Committee was established on 27 May 2020.

A copy of the public advertisement containing the Terms of Reference for this inquiry is attached for your information.

The Committee invites written submissions from interested individuals or organisations. Electronic submissions are preferred and can be forwarded to the Committee Secretary at pac@parliament.tas.gov.au.

Alternatively, written submissions can be forwarded to:

The Secretary
Public Accounts Committee
Parliament House, HOBART TAS 7000

Further information in relation to the inquiry, including information about making written submissions is available on the Public Accounts Committee web page – <https://www.parliament.tas.gov.au/ctee/Joint/pacc.htm>

Submissions should be received no later than close of business, Friday 31 July 2020.

Yours sincerely,

A handwritten signature in black ink, consisting of a stylized 'I' and 'D' followed by a horizontal line.

HON IVAN DEAN MLC
CHAIR

Encl. Copy of Public Advertisement

w. 03 6212 2245 m. 0448 345 150 e. pac@parliament.tas.gov.au

Inquiry into the Tasmanian Government's response to the COVID-19 pandemic

In accordance with section 6(2)(a) of the *Public Accounts Committee Act 1970*, the Public Accounts Committee resolved on 27 May 2020 to undertake an Inquiry into and regularly report upon the Tasmanian Government's response to the COVID-19 pandemic with particular regard to:

1. the timeliness and efficacy of the Government's economic response including stimulus funding and targeted financial support programs/payments;
2. health expenditure with specific reference to preparation and response to the COVID-19 pandemic;
3. the impact, progress and outcome of the Government's economic recovery plan for Tasmania; and
4. any other matter incidental thereto.

The Committee invites written submissions or requests to present verbal evidence from interested individuals or organisations. **Electronic submissions are encouraged** and all submissions can be provided to:

Ms Natasha Exel
Committee Secretary
Public Accounts Committee
Legislative Council, Parliament House, **Hobart 7000**
Phone: 03 6212 2245
Email: pac@parliament.tas.gov.au

Submissions become the property of the Committee and should not be disclosed to any party prior to the Committee's final report. The Committee's Terms of Reference are also available on the Parliament of Tasmania website (www.parliament.tas.gov.au)

Submissions and requests should be received at the above address by **no later** than close of business on **Friday 31 July 2020**.

Members of the Committee:

Mr Ivan Dean MLC (Chair)
Ms Ruth Forrest MLC
Mr David O'Byrne MP
Mrs Joan Rylah MP
Mr John Tucker MP
Mr Josh Willie MLC



**PARLIAMENTARY STANDING
COMMITTEE OF PUBLIC ACCOUNTS**

BEING WELL AND STAYING WELL IN THE HEART OF TASMANIA



A Plan for the Health and Wellbeing of
Central Highlands Residents 2020-2025

February 2020

THE CENTRAL HIGHLANDS

MANY COMMUNITIES WITH BIG HEARTS

The most beautiful and important area of Tasmania is the Central Highlands

The Central Highlands provides us with an abundance of beautiful areas for enjoyment and celebrations. Our Central Highlands area contains the highest altitude of Tasmania, as well as Australia's second largest freshwater lake, yingina/Great Lake and Australia's deepest freshwater lake, Lake St Clair.

Our Council area covers 798,241 hectares of land, including national parks and world-recognised wilderness heritage areas.

We are committed and dedicated to working together to improve the health and wellbeing of our Central Highlands residents. As Mayor, I have negotiated and signed a Memorandum of Understanding (MoU) with the Health Action Team Central Highlands (HATCH).

This MoU is a formalised agreement to work together to improve the health and wellbeing of Central Highlands residents. It acknowledges our current health services and the importance of networking with organisations to meet the needs of our community.

It is well known that the shortage of permanent health care professionals means that communities, particularly those which are small or non-metropolitan, like the Central Highlands wider community, are facing greater challenges in attracting and retaining health care professionals and services. I continue working toward addressing issues such as this.

There is an ongoing commitment from council, to contribute to our community health services groups, clubs, not-for-profit organisations and other programs.

My priority is the health and safety of our people across our Central Highlands community, and to continue to identify, support and implement programs and services to meet recognised needs.

The Central Highlands community have the opportunity to be part of the implementation of the Health and Wellbeing Plan 2020-2025.

Council and HATCH always welcomes fresh ideas and input from the community to make the Central Highlands a great place to live.

Loueen Triffitt, Mayor Central Highlands Council

ABOUT CENTRAL HIGHLANDERS - THE STATISTICS¹

The 2016 Census statistics provide vital information about Central Highlanders. Compared to other Tasmanians and Australians people living in the Central Highlands on average:

- ▶ Are older
- ▶ Often live alone or as a couple
- ▶ Earn quite a lot less
- ▶ Have lower educational attainment
- ▶ Are slightly less likely to be employed
- ▶ Are slightly more likely to volunteer.

This combination of factors is summarised in what's known as SEIFA – Socio Economic Indexes for Areas. It ranks all 574 Local Government areas in Australia according to their relative socio-economic advantage and disadvantage.

The Central Highlands SEIFA is 883. It ranks 57 among LGAs in Australia which means it experiences relatively higher levels of socio-economic disadvantage.

Communities that experience relative socio-economic disadvantage generally experience poorer health. In addition, rural and remote communities are also more likely to experience poorer health and lower life expectancy.

Central Highlanders are older and are more likely to live alone compared to Tasmania & Australia

- ▶ 2 in 5 (42%) are over 55 (TAS 34%, AUS 28%)
- ▶ 1 in 5 (20%) are under 19 (TAS 24%, AUS 25%)
- ▶ 1 in 20 (5%) are Aboriginal & Torres Strait Islander (ATSI) People (TAS 4.6%, AUS 2.8%)
- ▶ Median age is 50 (TAS 42, AUS 38); median age of ATSI People is 27
- ▶ Over half (55%) are couples without children & almost a third (31%) are couples with children (TAS 43/38%, AUS 38/45%)

Central Highlanders have considerably lower median weekly incomes compared to Tasmania & Australia

- ▶ \$467 personal – nearly 20% lower than Tasmania & 30% lower than Australia (TAS \$573, AUS \$662)
- ▶ \$1074 family – nearly 25% lower than Tasmania & nearly 40% lower than Australia (TAS \$1399; AUS \$1734)

¹ Australian Bureau of Statistics, 2017, *2016 Census QuickStats*, Australian Government

Fewer Central Highlanders have reached Year 12 and beyond compared to Tasmania & Australia

- ▶ Less than 1 in 10 (9%) have attained Year 12 (TAS 12%, AUS 16%)
- ▶ About 1 in 10 (9.5%) have a Bachelor degree or above (TAS 16%, AUS 22%)
- ▶ Just over 1 in 5 (22%) have a Diploma or Certificate III or IV (TAS 25%, AUS 25%)

Central Highlanders are slightly less likely to be employed full or part time & slightly more likely to be unemployed

- ▶ 85% are employed full or part time (TAS 87%, AUS 88%)
- ▶ 8% unemployed (TAS 7%, AUS 7%)
- ▶ Almost 1 in 3 (30%) parents with children are not working (TAS 25%, AUS 20%)
- ▶ The most common occupations are managers (24%), labourers (21%), & technicians (15%)
- ▶ Top industries of employment are specialised sheep farming, sheep-beef cattle farming, local government administration, specialised beef cattle farming, accommodation

Primary Health Tasmania analyses multiple data sources to produce a Community Health Profile for all LGAs in Tasmania. The Central Highlands Community Health Profile finds:

- ▶ Nearly 1 in 5 assess their health as fair or poor
- ▶ Just over 1 in 10 report high or very high psychological distress
- ▶ About 16% of people smoke
- ▶ About 15% of people don't engage in enough moderate or vigorous activity
- ▶ Over 9 in 10 don't eat enough vegetables
- ▶ 3 in 5 don't eat enough fruit
- ▶ About a quarter of people are rated as obese
- ▶ Nearly 2 in 5 consume alcohol at levels that cause lifetime harm.

Councils are well placed to promote public health by creating supportive environments to:

- ▶ reduce **S**moking
- ▶ improve **N**utrition
- ▶ reduce harmful **A**lcohol use
- ▶ promote **P**hysical activity
- ▶ reduce **S**tress.

Together these five factors are known as **SNAPS** risk factors. They impact wellbeing but improvements can be achieved through community-led, Council-supported action.

By reducing smoking, alcohol and stress, and increasing healthy eating and physical activity, the Central Highlands community will enjoy better health, fewer hospital admissions and longer lives.

ABOUT CENTRAL HIGHLANDERS - WHAT YOU TOLD US

While statistics are important, understanding the lived experience of Central Highlanders is essential. To help develop this Plan, a series of community conversations were held across the Central Highlands in 2019.

Several themes emerged from these conversations. This is what people told us.

Communication

Communities acknowledged there are already several communication channels in use across the Central Highlands. But Central Highlanders also told us:

- ▶ Often there are activities happening that people don't know about – getting the word out is an important part of ensuring people are engaged in their community
- ▶ Communication is very 'town-specific' with not a lot between towns and villages where there may be interesting activities going on
- ▶ Many don't have a computer and people need to be internet savvy to use Facebook
- ▶ Mobile coverage is problematic, for locals and tourists.

People and community

There is a strong community spirit in most communities across the Central Highlands. Central Highlanders told us:

- ▶ In a crisis there is support – people pulled together during the bushfires in 2019
- ▶ Various 'hubs' are the heart of community interaction – you can step into a community and choose how to participate, but some villages don't have a hub
- ▶ The community comes together around food
- ▶ Sometimes it's a struggle to get involved especially if you have kids at home
- ▶ There is some fracturing in some communities and newcomers are not always welcomed into communities.



Transport

Lack of transport was identified as one of the most important things affecting individual health and wellbeing. Road quality was also seen as a barrier to getting around safely. Central Highlanders told us:

- ▶ There are no or poor bus services and connections between towns across the Central Highlands and with Hobart
- ▶ They need easier access to transport for medical appointments – reliance on volunteer drivers and community transport can be problematic
- ▶ Some experience difficulties navigating transport services, especially parents with young children and older people.

Community support

In many conversations, people expressed concern about changes to the Rural Primary Health Service. Central Highlanders told us:

- ▶ They would like Council to appoint a community development officer to drive change
- ▶ A community development officer, even part-time, could support communities to

develop ideas and connect people to healthy activities

- ▶ A community development officer could tap the commitment of communities to their own health and wellbeing.

Volunteering

Volunteers were recognised as crucial to many activities and services across the Central Highlands. However, there was grave concern about the ageing volunteers and volunteer work falling to just a few – a new approach to attracting and retaining volunteers was needed. Central Highlanders told us:

- ▶ There has been a decline in volunteers over the last 20 years
- ▶ One person is often volunteering across several groups
- ▶ There is a need to mentor and bring younger volunteers through
- ▶ You should never stop asking and engaging to grow the volunteer base
- ▶ It's important to access opportunities like Work for the Dole
- ▶ Volunteers are vital to ambulance and fire services.

Footpaths and walking tracks

Central Highlanders want to be active, but they need some improved walkability in their towns and villages to help them. They told us:

- ▶ Wider, flat, gravel footpaths would promote a culture of walking
- ▶ Footpaths that encourage walking can help bring communities together
- ▶ Walking tracks and paths protect against heavy traffic passing through towns.

School/industry connections

Central Highlanders want to see their high schools better embedded in their communities, with more connections between local employment opportunities and education pathways. They told us:

- ▶ Higher skilled school graduates are needed, with technical skills and digital literacy
- ▶ School-based apprenticeships offer a promising pathway for local young people to get local jobs
- ▶ TAFE is important, and there needs to be more respect for practical, skills-based jobs
- ▶ There is a cultural disconnect between local employers and local job seekers – it's important to get locals and give them a go
- ▶ A wide range of opportunities are available for young people including hospitality, guiding (fishing and bushwalking), tourism, agriculture and horticulture
- ▶ Young people need to finish Year 12 wherever possible
- ▶ Lack of transport can be a barrier to employment and further education.

Young people

Young people are seen as the future of the Central Highlands, particularly given its declining population. It was said, *'Youth is what will keep our community going'*. Central Highlanders told us young people:

- ▶ Will provide us with fresh ideas
- ▶ Need to be encouraged to volunteer
- ▶ Need exposure to a youth leadership program
- ▶ Need to feel wanted
- ▶ A Youth Policy would be a good place to start.



Facilities

Central Highlanders recognise they have a range of quality facilities that are underutilised by communities. They considered this a 'lost opportunity' to contribute to health and wellbeing. They told us:

- ▶ Schools were a valuable resource in some towns
- ▶ The pool at Bothwell would be used more often if it was covered
- ▶ There are opportunities to 'ramp up' the Men's Shed in Hamilton and the Women's Shed in Bothwell
- ▶ The new community and football centre in Bothwell could be better used during the week
- ▶ There are some fantastic parks and playgrounds that have been developed for communities.

Social isolation

The dispersed nature of people across the Central Highlands makes social isolation a risk – while some come to get away from it all, social isolation is a major contributor to poor health and wellbeing. Central Highlanders told us:

- ▶ Older single people, particularly women are at risk
- ▶ Lack of easy transport contributes to social isolation
- ▶ Young parents are a risk group for social isolation
- ▶ A buddy system can support individuals in a way that is comfortable for them.



Health services

There was a united voice across all the conversations that health and aged care services were not meeting the needs of the community. Central Highlanders told us:

- ▶ They want better access to reliable health services, including allied health care, as a fundamental human right
- ▶ The withdrawal of the Rural Primary Health Service had a big impact on communities
- ▶ The new pharmacy in Bothwell has made a real difference
- ▶ Resources are needed to improve health literacy – a place-based approach, such as The Right Place, could help improve service knowledge and access
- ▶ It would be advantageous to map current services and provide a directory to local GPs
- ▶ A wellness practitioner could help support communities to stay healthy and well
- ▶ There is a shortage of aged care packages, and limits to service delivery, particularly in more remote parts of the Central Highlands
- ▶ The Health Action Team Central Highlands (HATCH) plays an important role in planning and facilitating health and wellness across the Central Highlands
- ▶ Service rules set by Governments don't always apply appropriately to rural and remote areas.



ADVANCING WELLNESS

The Central Highlands Health and Wellbeing Plan: *Being Well and Staying Well in the Heart of Tasmania* aims to prevent ill-health and build better health. It builds on strengths and provides ways for Central Highlanders and Central Highlands communities to connect with their own health and wellbeing, the services they need, and a healthy and well future.

The Plan builds better health and wellbeing across three domains:

1. Healthy Communities
2. Better Health
3. Future Wellbeing

Healthy Communities

Aim

To increase community leadership and continue Council support for community-led actions that build social support and address the SNAPS factors (smoking, nutrition, alcohol, physical activity and stress).

Central Highlanders care about each other. In the many diverse and distinctive towns and villages across the landscape, small groups of Highlanders get together to deliver practical action and build the social ties needed for good health. These small community-led actions advance wellness and help prevent physical and mental ill-health.

Measures of success

- ▶ Reduced smoking
- ▶ Improved nutrition
- ▶ Reduced harmful alcohol use
- ▶ Increased physical activity
- ▶ Reduced stress
- ▶ Increased volunteer participation.

Better Health

Aim

To increase knowledge of, and access to, services that are responsive, caring and supportive of good health.

Better services support people to get well and stay well – like transport connections to local primary health care, and in-home services for aged and chronic care. Better health also results from improved service system networks and service knowledge. Council has a leading role in advocating for, and supporting primary health services, access to specialist and aged care services, appropriate transport connections, and emergency response.

Measures of success

- ▶ Continuous GP practices at Ouse and Bothwell
- ▶ Increased in-home care services
- ▶ Current comprehensive service directory

Future Wellbeing

Aim

To ensure children and young people are invested in life in the Central Highlands and are connected to education and employment opportunities that capitalise on our natural assets.

By addressing the needs of infants, children and young people, and supporting education and employment across the Council area, there'll be a better future for everyone.

Measures of success

- ▶ Reduced youth unemployment rate
- ▶ Increased school retention to Year 12
- ▶ Increased activities for young children and parents

ACHIEVING OUR AIMS

This Plan forges an ambitious future for the health and wellbeing of Central Highlanders. It places communities at the centre and enables Central Highlanders to be well, get well and stay well.

The Plan will be implemented across the three domains – Healthy Communities, Better Health and Future Wellbeing. The Aim of each domain sets out what needs to be achieved overall, while the Actions support achievement of the Aims.

A low, medium, or high priority is assigned to each Action to recognise the limited resources of Council, the vastness and diversity of the Central Highlands, and the need to genuinely engage with communities. It is acknowledged that all the Actions in the Plan are important, but some will take longer to achieve than others.

The priority ratings are:

- ▶ HIGH – within one to two years
- ▶ MEDIUM – within two to three years
- ▶ LOW – within three to five years

The Central Highlands Council, in collaboration with specialist organisations and the community, will lead implementation of the Plan. Council's Health and Wellbeing Plan Working Group, led by the Mayor, in partnership with the Health Action Team Central Highlands (HATCH), will drive the Actions and report on achievements. Priorities will be implemented in a spirit of collaboration and cooperation with key organisations, including the Tasmanian Health Service, Department of Health and Human Services, Primary Health Tasmania, Corumbene, GP Practices and other health professionals active across the Central Highlands.



HEALTHY COMMUNITIES

AIM

To increase community leadership and Council support for community-led actions that build social support and address the SNAPS factors (smoking, nutrition, alcohol, physical activity and stress).

| ACTION | ORGANISATION | PRIORITY |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|----------|
| <p>1. Engage a community development officer to build community leadership and facilitate tailored, community-specific programs that:</p> <ul style="list-style-type: none"> ▶ Reduce smoking ▶ Increase healthy eating especially fruit and vegetables ▶ Reduce alcohol use ▶ Increase physical activity ▶ Reduce stress ▶ Increase use of local facilities | Council | High |
| 2. Implement Highlands Healthy Connect Project targeting healthy eating and physical activity | HATCH THS | High |
| 3. Connect older people with community activities to decrease social isolation and increase general wellbeing | Council Community Service Providers | High |
| 4. Prioritise supportive infrastructure that increases walkability and liveability of towns and villages in consultation with local communities | Council | Medium |
| 5. Examine ways to better publicise and increase knowledge of activities taking place in towns and villages across the Central Highlands | Council HATCH | Medium |
| 6. Partner with Volunteering Tasmania to increase volunteer participation in communities | THS Volunteering Tasmania | High |
| 7. Build bushfire resilience in local communities that recognises the unique location, risks, hazards and resources of each community | Council Community Tasmanian Fire Service | High |

BETTER HEALTH

AIM

To increase knowledge of, and access to, services that are responsive, caring and supportive of good health.

| ACTION | ORGANISATION | PRIORITY |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|----------|
| 1. Implement the Community Education of Available Health Services Project to increase community knowledge and understanding of available health services | Council THS HATCH | High |
| 2. Collaborate with Primary Health Tasmania and Corumbene Care to maintain and expand in-home care for chronic conditions | Council Corumbene PHT | High |
| 3. Advocate for increased in-home care services that meet the needs of older Central Highlanders | Council | High |
| 4. Continue to support, and where needed, subsidise general practice and allied health services at Ouse and Bothwell to ensure Central Highlanders get clinic- and home-based care based on need | Council | High |
| 5. Advocate for increased bus services between Central Highlands' towns and between these towns and major centres (Hobart, Launceston) <ul style="list-style-type: none"> ▶ Continue and where possible, expand Council and community-based transport services | Council | High |
| 6. Identify and collaborate with an aged care training provider to deliver certified training locally to increase trained aged care support workers in the Central Highlands | Council PHT | Low |
| 7. Lead development of a strategic services plan that maps health services and quantifies service type and demand as the basis for future service planning | Council | Low |
| 8. Collaborate with Ambulance Tasmania, the Tasmanian Fire Service and Volunteering Tasmania to increase the number of trained volunteers to respond in emergencies | Council THS Volunteering Tasmania | High |

FUTURE WELLBEING

AIM

To ensure children and young people are invested in life in the Central Highlands and are connected to education and employment opportunities that capitalise on our natural assets.

| ACTION | ORGANISATION | PRIORITY |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|----------|
| 1. Engage with young people to develop a Youth Policy that increases their participation in, and commitment to, the Central Highlands | Council | High |
| 2. Develop an information resource, together with a visiting employer and work experience program, to engage upper primary and secondary school students in local employment options and opportunities | Council Local business Department of Education | Medium |
| 3. Develop and seek funding for an innovative collective impact project that engages young people in new ways in the life of the Central Highlands | Council | Low |
| 4. Develop a whole-of-Central Highlands program for children and their parents that creates strong community connections between towns, drawing on previously successful programs and community-led activities | Council | Medium |
| 5. Report on and renew the <i>Central Highlands Destination Action Plan 2016-2019</i> | Council Implementation Leadership Group | High |
| 6. Support tourism infrastructure and development that align with the qualities, strengths and values of the Central Highlands | Council | High |



Grant deed

The Crown in Right of Tasmania
(represented by the Department of State Growth)
(Grantor)

and

Central Highlands Council
(Recipient)

OCS NS PRECEDENTS
Grant Docs-Grant deed (short form) template-3-2014
(December 2014)

REFERENCE AND CONTACT DETAILS
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Doc Ref: Central Highlands Council \$200k 060720

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Grant deed

Details and recitals

Date:

Parties:

Name

The Crown in Right of Tasmania
(represented by the Department of State Growth)

Short form name

Grantor

Notice details

C/- Department of State Growth, GPO Box 536 Hobart in Tasmania 7001
Facsimile: (03) 6173 0287
Email: cis@stategrowth.tas.gov.au
Attention: Secretary, Department of State Growth

Name

Central Highlands Council

ACN/ARBN/ABN

30 472 494 899

Short form name

Recipient

Notice details

PO Box 20, Hamilton in Tasmania 7140
Facsimile:
Email: leyles@centralhighlands.tas.gov.au
Attention: Lyn Eyles

Recitals:

- A. The Grantor has agreed to provide a monetary grant to the Recipient upon the terms and conditions set out in this Deed.
- B. The Recipient has agreed to accept the Grant on the terms and conditions set out in this Deed.

Information Table

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| Item 1 (clause 1.1): | Approved Purpose for which the Grant is provided |
| To assist the Recipient to undertake low-cost infrastructure treatments to improve road safety for motorcyclists on Hollow Tree Road in terms of its Plan. | |
| Item 2 (clause 2.1): | Grant Amount |
| Up to \$200,000 (exclusive of GST) payable by Instalments as per Item 3. | |
| Item 3 (clause 3.1): | Payment method for the Grant |
| <p>Instalment 1 - \$150,000 after signing of the Grant Deed and subject to the satisfaction of Conditions precedent by no later than 31 July 2020; and</p> <p>Instalment 2 – up to the balance of the Grant subject to the satisfaction of Conditions precedent by no later than 15 June 2021.</p> | |
| Item 4 (clause 3.2(a)): | Conditions precedent to payment of the Grant |
| <p>The Recipient;</p> <p>with respect to Instalment 1, is to provide a Plan by no later than 17 July 2020; and</p> <p>with respect to Instalment 2, is to provide a Final Report.</p> | |
| Item 5 (clause 4.2): | Date for commencement of the Approved Purpose |
| 1 July 2020 | |
| Item 6 (clause 4.3): | Date for completion of the Approved Purpose |
| 31 May 2021 | |
| Item 7 (clause 7.2): | Reporting requirements |
| The Recipient must provide a Final Report | |
| Item 8 (clause 10): | Special terms and conditions |
| <p>The Recipient:</p> <ol style="list-style-type: none"> 1) acknowledges that any cost overruns are to be the responsibility of the Recipient; 2) agrees to participate in any funding/evaluation that may be undertaken by the Grantor; 3) agrees to provide any other information, report, progress report, statement or Statutory Declaration relating to the Approved Purpose that the Grantor may require within 10 Business Days of the Grantor's written request; | |

- 4) that any information to be provided by the Recipient under the terms of this Deed is to be in a form acceptable to the Grantor; and
- 5) agrees that any interest received and/or accrued on the Grant is to be used for the Approved Purpose.

GLOSSARY

“Final Report” means a final report including evidence of completion of the Approved Purpose together with an acquittal of the Grant, covering the period from the Date for commencement of the Approved Purpose to the Date for completion of the Approved Purpose within 10 Business Days of the Date for completion of the Approved Purpose. The final report must provide assessment of compliance with Disability Standards for Accessible Public Transport and be to the satisfaction of the Grantor.

“Plan” means a plan on the Approved Purpose to include, but not limited to, milestones, key activities, tasks, a schedule of works, timeframes and a budget, to the satisfaction of the Grantor.

Agreed terms and conditions

The parties agree as follows:

1 Definitions and interpretation

1.1 Definitions

In this Deed, unless the context otherwise requires:

Approved Purpose means the purpose for which the Grant is provided as set out in Item 1.

Authorised Officer means:

- (a) if a party is the Crown or a Minister of the Crown, each of the Secretary of the department responsible for the administration of the Grant, an Acting Secretary of that department, a Deputy Secretary of that department, and a nominee of any of them; or
- (b) for any other party, a person authorised in writing by that party.

Business Day means a day that is not a Saturday, a Sunday, Easter Tuesday or a statutory holiday (as defined in the *Statutory Holidays Act 2000* (Tas)) generally observed in Hobart.

Crown means the Crown in Right of Tasmania.

this Deed means this deed and includes all its annexures, appendices, attachments and schedules (if any).

Default Event means each of the events specified in clause 9.1.

Details means the details and recitals set out above.

Government Body includes a body politic, a government (federal, state or local), a governmental, judicial or administrative body, a tribunal, a commission, a department or agency of any government, and a statutory authority or instrumentality.

Grant means the grant paid, or to be paid, by the Grantor to the Recipient pursuant to clause 2.1.

Grantor means the person or entity named above as Grantor and, where the context requires, includes the employees, authorised contractors and agents of that person. If the Grantor is a Minister of the Crown, a reference to the Grantor includes that Minister's predecessors and successors in office (as applicable).

GST means any goods and services tax or similar tax imposed by the Commonwealth of Australia (but excluding any penalty, fine, interest or similar payment).

GST Laws means applicable Laws relating to GST.

Information Table means the table titled 'Information Table' set out above.

Item means an item in the Information Table.

Law means:

- (a) principles of law or equity established by decisions of courts;

- (b) legislation and subordinate legislation; and
- (c) requirements, approvals (including conditions) and guidelines of any Government Body that have force of law.

month means calendar month.

Recipient means the person named above as the Recipient and, where the context requires, includes the officers and employees of the Recipient.

Relevant Matter means any matter or thing related to any of the following:

- (a) the performance by the Recipient of its obligations under this Deed;
- (b) the receipt, use or expenditure of the Grant;
- (c) the carrying out of the Approved Purpose (including the effectiveness of the Recipient's carrying out of the Approved Purpose);
- (d) any report provided, or to be provided, by the Recipient to the Grantor in accordance with this Deed;
- (e) any information provided by the Recipient to the Grantor in connection with any application for the Grant;
- (f) any breach of this Deed by the Recipient;
- (g) the occurrence, or possible occurrence, of any Default Event.

Right includes a right, a power, a remedy, a discretion or an authority.

1.2 Interpretation

In this Deed, unless the context otherwise requires:

- (a) the singular includes the plural and vice versa;
- (b) words importing a gender include all genders;
- (c) other parts of speech and grammatical forms of a word or phrase defined in this Deed have a corresponding meaning;
- (d) a reference to a thing (including property or an amount) is a reference to the whole and each part of that thing;
- (e) a reference to a group of persons includes a reference to any one or more of those persons;
- (f) a reference to an annexure, an appendix, an attachment, a schedule, a party, a clause or a part is a reference to an annexure, an appendix, an attachment, a schedule or a party to, or a clause or a part of, this Deed;
- (g) a reference to any legislation or legislative provision includes subordinate legislation made under it and any amendment to, or replacement for, any of them;
- (h) writing includes marks, figures, symbols, images or perforations having a meaning for persons qualified to interpret them;
- (i) a reference to a document includes:
 - (i) any thing on which there is writing;

- (ii) any thing from which sounds, images or writings can be reproduced with or without the aid of any thing else;
- (iii) an amendment or supplement to, or replacement or novation of, that document; or
- (iv) a map, plan, drawing or photograph;
- (j) a reference to an agreement includes an undertaking, deed, agreement or legally enforceable arrangement or understanding, whether or not in writing;
- (k) a reference to a 'person' includes a natural person, a partnership, a body corporate, a corporation sole, an association, a Government Body, or any other entity;
- (l) a reference to a party includes that party's executors, administrators, successors and permitted assigns and substitutes;
- (m) a reference to a Minister includes, as applicable, that Minister's predecessors and successors in office;
- (n) a reference to a Government Body or other body or organisation that has ceased to exist, or that has been renamed, reconstituted or replaced, or the powers or functions of which have been substantially transferred, is taken to refer respectively to the Government Body or other body or organisation as renamed or reconstituted, or established or formed in its place, or to which its powers or functions have been substantially transferred;
- (o) a reference to an office in a Government Body or other body or organisation includes any person acting in that office, and if the office is vacant, the person who for the time being is substantially responsible for the exercise of the duties, functions or powers of that office;
- (p) mentioning any thing after the words 'includes', 'included' or 'including' does not limit the meaning of any thing mentioned before those words;
- (q) a reference to a day is to be interpreted as the period of time in Tasmania commencing at midnight and ending 24 hours later;
- (r) reference to a time or date in connection with the performance of an obligation by a party is a reference to the time or date in Hobart, Tasmania, even if the obligation is to be performed elsewhere; and
- (s) references to '\$' and 'dollars' are to Australian dollars.

1.3 Headings

Headings are included for convenience only and do not affect the interpretation of this Deed.

1.4 No rule of construction applies to disadvantage party

In relation to the interpretation of this Deed, no rule of construction is to apply to the disadvantage of a party because that party was responsible for the preparation of this Deed or any part of it.

1.5 Information Table

- (a) An Item that has not been completed will be taken to be 'not applicable'.
- (b) Unless the context otherwise requires, expressions defined in the Information Table have the same meanings when used in other parts of this Deed.

2 Grant

2.1 Agreement to provide Grant

Subject to the terms of this Deed, the Grantor will provide to the Recipient the monetary grant set out in Item 2 for use by the Recipient for the Approved Purpose in accordance with this Deed.

2.2 Acknowledgments

The Recipient acknowledges and agrees that:

- (a) the Grantor's financial assistance to the Recipient in respect of the Approved Purpose is limited to the Grant;
- (b) nothing in this Deed requires the Grantor to provide any further financial assistance to the Recipient in respect of the Approved Purpose; and
- (c) the Grantor is not responsible for any liabilities incurred by the Recipient, or any obligations entered into by the Recipient, as a result of or arising out of, the Recipient's obligations under this Deed or in respect of the Approved Purpose.

3 Payment of Grant to Recipient

3.1 Method of Grant payment

Subject to clause 3.2, the Grantor will pay the Grant to the Recipient in the manner specified in Item 3. If no method of payment is specified in Item 3, the method of payment will be as determined by the Grantor.

3.2 Conditions affecting Grant payment

- (a) **(Conditions precedent):** If Item 4 includes any conditions precedent to the payment of the Grant, then the obligation of the Grantor to pay the Grant or part of the Grant is subject to the prior and continuing satisfaction of those conditions precedent (except for any of those conditions precedent waived in writing by the Grantor).
- (b) **(Default Events):** The Grantor is not required to pay the Grant (or if the Grant is payable by instalments, any instalment of the Grant) to the Recipient if a Default Event has occurred and has not been remedied to the satisfaction of the Grantor.
- (c) **(Requirement for tax invoice):** If the Grant, or any instalment of the Grant, is subject to GST, the Grantor is not required to pay the Grant (or the relevant instalment) until the Grantor has received from the Recipient a correctly rendered tax invoice in accordance with clause 11.

4 Application of Grant and related matters

4.1 Application of Grant for Approved Purpose

- (a) The Recipient must only use the Grant to undertake the Approved Purpose.
- (b) The Recipient must not change the Approved Purpose without the prior written approval of the Grantor, which approval may be given or withheld in the Grantor's absolute discretion.

- (c) The Recipient must undertake the Approved Purpose exercising reasonable skill, care and attention.

4.2 Commencement of Approved Purpose

The Recipient must substantially commence (to the Grantor's satisfaction) the Approved Purpose by the date shown in Item 5 or such later date, if any, approved in writing by the Grantor.

4.3 Completion of Approved Purpose

The Recipient must complete the Approved Purpose by the date shown in Item 6 or such later date, if any, approved in writing by the Grantor.

4.4 Compliance with Law

The Recipient must comply with all applicable Laws in expending the Grant and in carrying out the Approved Purpose.

4.5 Financial records

- (a) The Recipient must keep and maintain proper accounts, records and financial statements showing, the receipt, use and expenditure of the Grant and the carrying out of the Approved Purpose.
- (b) The Recipient's financial statements must show, as separate items, the receipt, use and expenditure of the Grant.
- (c) The Recipient must allow the Auditor-General of Tasmania (or his or her nominee) to audit, inspect, and to take copies of, the Recipient's accounts, records and financial statements relating to the receipt, use and expenditure of the Grant.

4.6 Notice by Recipient of adverse matters

The Recipient must immediately notify the Grantor in writing of:

- (a) the occurrence of any matter, event or thing, occurring after the date of this Deed, that adversely affects or materially delays the Recipient carrying out the Approved Purpose in accordance with, or the performance by the Recipient of its obligations under, this Deed;
- (b) any breach of this Deed by the Recipient; or
- (c) the occurrence of any Default Event.

5 Publicity concerning Grant and Approved Purpose

The Recipient must include in any correspondence, promotional material, public (including media) announcement, advertising material, or other publication concerning the Approved Purpose, an acknowledgement that the Approved Purpose is assisted by a grant from the Grantor. The acknowledgement must be in a form and substance approved in writing by the Grantor.

6 Repayment of Grant by Recipient

6.1 Repayment obligation

The Recipient must repay to the Grantor on demand in writing by the Grantor:

- (a) any part of the Grant that is not required by the Recipient to carry out the Approved Purpose;
- (b) any part of the Grant that is used by the Recipient for a purpose that is not an Approved Purpose; and
- (c) the Grant (or such part of the Grant as may be determined by the Grantor in its absolute discretion) if:
 - (i) the Recipient does not complete the Approved Purpose by the date shown in Item 6 or such later date, if any, approved in writing by the Grantor;
 - (ii) this Deed is terminated by the Grantor in accordance with clause 9; or
 - (iii) a Default Event occurs.

7 Review, monitoring, audit, reports and related matters

7.1 Review, monitoring or audit of Relevant Matters

The Grantor may from time to time review, monitor or audit any Relevant Matter. The Recipient must in connection with any such review, monitoring or audit by the Grantor comply with any reasonable directions of the Grantor.

7.2 Reporting

- (a) The Recipient must provide to the Grantor the reports and other documents (if any) specified in Item 7.
- (b) The Recipient must provide to the Grantor such other reports and documents as required by the Grantor from time to time in connection with any Relevant Matter. Unless otherwise stated in Item 7, nothing in that Item limits the reports or frequency of reports that the Grantor may require under this clause 7.2(b).

8 Representations and warranties

8.1 Warranties

The Recipient represents and warrants to the Grantor that all information given, and each statement made, to the Grantor by the Recipient or its agents concerning any application for the Grant, is true, correct and not misleading in any way.

8.2 No reliance by the Recipient

The Recipient acknowledges that it has not entered into this Deed in reliance on any representation, warranty, promise, statement or undertaking made by the Grantor or any person on behalf of the Grantor.

9 Default Events and termination

9.1 Default Events

Each of the following events is a Default Event for the purposes of this Deed:

- (a) **(Breach not capable of being remedied):** If the Recipient breaches any of its obligations under this Deed and the breach is not capable of being remedied.

- (b) **(Failure to remedy breach):** If:
 - (i) the Recipient breaches any of its obligations under this Deed;
 - (ii) the breach is capable of being remedied; and
 - (iii) the Recipient fails to remedy the breach within the period (being a period of not less than five Business Days) specified by the Grantor in a notice given to the Recipient detailing the breach.
- (c) **(Repudiation):** If the Recipient repudiates this Deed.
- (d) **(Natural person):** If the Recipient is a natural person, at any time before the Recipient has performed all of its obligations under this Deed, the Recipient:
 - (i) dies;
 - (ii) becomes an insolvent under administration (as defined in section 9 of the *Corporations Act 2001* (Cwlth)), or any action is taken which could result in that event; or
 - (iii) ceases to be of full legal capacity.
- (e) **(Body corporate related events):** If the Recipient is a body corporate, at any time before the Recipient has performed all of its obligations under this Deed:
 - (i) the Recipient becomes an externally administered body corporate (as defined in section 9 of the *Corporations Act 2001* (Cwlth));
 - (ii) the Recipient is dissolved, wound-up or its registration is cancelled;
 - (iii) any process or action is commenced or taken which could lead to an event mentioned in clause 9.1(e)(ii); or
 - (iv) in the opinion of an Authorised Officer for the Grantor, the corporate governance or administration of the Recipient is materially deficient or unsatisfactory.
- (f) **(Representation):** If any representation or warranty by the Recipient in this Deed is untrue, false or misleading when made or repeated.

9.2 Termination - Default Events

In addition to any other Rights, if a Default Event occurs, the Grantor may terminate this Deed by notice in writing to the Recipient. The termination takes effect when the Grantor's notice is taken to have been received by the Recipient in accordance with clause 12.3 (or any later date specified in the notice).

10 Special terms and conditions

- (a) The special terms and conditions (if any) in Item 8 form part of this Deed.
- (b) If there is any inconsistency between the special terms and conditions in Item 8 and another provision of this Deed, the special terms and conditions override the other provision to the extent of the inconsistency.
- (c) A special term or condition in Item 8 is taken not to be inconsistent with another provision of this Deed if the special term or condition and the other provision of this Deed are both capable of being complied with.

- (d) To avoid doubt and without limiting the operation of clause 13.14, any Right contained in Item 8 is in addition to any other Rights provided for in this Deed or at Law.

11 GST

- (a) Unless otherwise stated in this Deed, all amounts payable by one party to another party are exclusive of GST.
- (b) If GST is imposed or payable on any supply made by a party under this Deed, the recipient of the supply must pay to the supplier, in addition to the GST exclusive consideration for that supply, an additional amount equal to the GST exclusive consideration multiplied by the prevailing GST rate. The additional amount is payable at the same time and in the same manner as the consideration for the supply.
- (c) A party that makes a taxable supply under this Deed must provide a valid tax invoice to the recipient of the supply.
- (d) A party's right to payment under clause 11(b) is subject to a valid tax invoice being delivered to the party liable to pay for the taxable supply.
- (e) If the consideration for a supply under this Deed is a payment or reimbursement for, or contribution to, any expense or liability incurred by the supplier to a third party, the amount to be paid, reimbursed or contributed in respect of the expense or liability will be the amount of the expense or liability net of any input tax credit to which the supplier is entitled in respect of the expense or liability.
- (f) Where any amount payable under this Deed is paid by being set-off against another amount, each amount must be calculated in accordance with this clause 11 as if it were an actual payment made pursuant to this Deed.
- (g) Unless the context otherwise requires, expressions used in this clause 11 that are defined in the GST Laws have the meanings given to those expressions in the GST Laws.

12 Notices

12.1 Notice requirements

- (a) A notice, certificate, consent, application, waiver or other communication (each a **Notice**) under this Deed must be:
 - (i) in legible writing in the English language;
 - (ii) subject to clauses 12.1(b) and 12.1(c), signed by or on behalf of the sender or by a lawyer for the sender;
 - (iii) marked for the attention of the person or position (if any) specified in the Details applicable to the intended recipient of the Notice or, if the intended recipient has notified otherwise, marked for attention in the way last notified; and
 - (iv) left or sent in accordance with clause 12.2.

- (b) A printed or copy signature is sufficient for the purposes of sending any Notice by facsimile.
- (c) A Notice sent by email is taken to have been signed by the sender.
- (d) A Notice must not be given orally.

12.2 Method and address for delivery

- (a) Subject to clause 12.2(b), a Notice must be:
 - (i) left at the intended recipient's address set out in the Details;
 - (ii) sent by prepaid ordinary mail (or prepaid airmail, if from one country to another country) to the intended recipient's address set out in the Details;
 - (iii) sent by facsimile to the intended recipient's facsimile number (if any) set out in the Details; or
 - (iv) sent by email to the intended recipient's email address (if any) set out in the Details.
- (b) If the intended recipient of a Notice has notified the sender of another address, facsimile number or email address for the purposes of receiving Notices, then subsequent Notices to that intended recipient must be left at or sent to the address, facsimile number or email address (as applicable) last notified by that intended recipient.

12.3 Time of receipt

- (a) Subject to clause 12.3(b), a Notice is taken to have been received by the intended recipient:
 - (i) if left at the intended recipient's address, at the time of delivery;
 - (ii) if sent by prepaid ordinary mail, on the third Business Day after the day of posting, or if sent by prepaid airmail from one country to another country, on the tenth Business Day after the day of posting;
 - (iii) if sent by facsimile, at the time shown in the transmission report as the time when the whole Notice was sent; and
 - (iv) if sent by email, four hours after the time the email was sent (as recorded by the device from which the email was sent) provided that the sender has not received an automated message that the email has not been delivered.
- (b) If a Notice is received by a recipient on a day that is not a Business Day or after 4.00pm on a Business Day, the Notice is taken to be received at 9.00am on the next Business Day.
- (c) A Notice is effective from the time it is taken to have been received in accordance with clauses 12.3(a) and 12.3(b) (unless a later time is specified in the Notice, in which case the notice takes effect from that time).

13 Miscellaneous

13.1 Governing law

This Deed is governed by the Laws applying in Tasmania.

13.2 Dispute jurisdiction

The parties submit to the non-exclusive jurisdiction of courts with jurisdiction in Tasmania, and any courts that may hear appeals from those courts, in respect of any proceedings in connection with this Deed.

13.3 Entire agreement clause

- (a) This Deed forms the entire agreement of the parties in respect of its subject matter. The only enforceable obligations of the parties in relation to the subject matter of this Deed are those that arise out of the provisions contained in this Deed. All prior agreements in relation to the subject matter of this Deed are merged in and superseded by this Deed unless expressly incorporated in this Deed as an annexure, an appendix, an attachment or by reference.
- (b) Nothing in clause 13.3(a) affects the Grantor's Rights in connection with this Deed in relation to any information given, or statement made, to the Grantor by the Recipient, its employees or agents concerning any application for the Grant.

13.4 Liability

An obligation of, or a representation, a warranty or an indemnity by, two or more parties (including where two or more persons are included in the same defined term) under or in respect of this Deed, binds them jointly and each of them severally.

13.5 Benefit

An obligation, a representation, a warranty or an indemnity in favour of two or more parties (including where two or more persons are included in the same defined term) is for the benefit of them jointly and each of them severally.

13.6 Severance

If a provision of this Deed is or at any time becomes illegal, prohibited, void or unenforceable for any reason, that provision is severed from this Deed and the remaining provisions of this Deed:

- (a) continue to be enforceable; and
- (b) are to be construed with such additions, deletions and modifications of language as are necessary to give effect to the remaining provisions of this Deed.

13.7 Counterparts

- (a) This Deed may be entered into in any number of counterparts.
- (b) A party may execute this Deed by signing any counterpart.
- (c) All counterparts, taken together, constitute one instrument.

13.8 Further assurance

The parties agree to do or cause to be done all such acts, matters and things (including, as applicable, passing resolutions and executing documents) as are necessary or reasonably required to give full force and effect to this Deed.

13.9 No partnership or agency

- (a) Nothing contained or implied in this Deed will:
 - (i) constitute, or be taken to constitute, a party to be the partner, agent or legal representative of another party for any purpose;

- (ii) create, or be taken to create, a partnership or joint venture; or
 - (iii) create, or be taken to create, an agency or trust.
- (b) The Recipient must not represent or hold itself out to be a partner, joint venturer, agent or representative of the Grantor.

13.10 Legal costs

Each party must bear their own costs in preparing and negotiating this Deed.

13.11 Amendment

This Deed may only be amended or supplemented in writing signed by the parties.

13.12 Waiver

- (a) A failure or delay in exercising a Right does not operate as a waiver of that Right.
- (b) A single or partial exercise of a Right does not preclude any other exercise of that Right or the exercise of any other Right.
- (c) A Right may only be waived in writing, signed by the party to be bound by the waiver. Unless expressly stated otherwise, a waiver of a Right is effective only in the specific instance and for the specific purpose for which it was given.

13.13 Successors and assigns

This Deed is binding on and benefits each party and, unless repugnant to the sense or context, their respective administrators, personal representatives, successors and permitted assigns.

13.14 Rights cumulative

Each Right of the Grantor provided for in this Deed:

- (a) operates independently of any other Right of the Grantor provided for in this Deed; and
- (b) is cumulative with, and does not exclude or limit, any other Right of the Grantor, whether at Law or pursuant to any other agreement, deed or document.

13.15 Set-off

The Grantor may set-off against any moneys payable by the Grantor to the Recipient under this Deed any debt or other moneys from time to time due and owing by the Recipient to the Grantor. This right of set-off does not limit or affect any other right of set-off available to the Grantor.

13.16 No assignment

The Recipient must not assign any of its Rights and obligations under this Deed except with the prior written consent of the Grantor.

13.17 Disclosure

- (a) Despite any confidentiality or intellectual property right subsisting in this Deed, a party may publish all or any part of this Deed without reference to another party.
- (b) Nothing in this clause derogates from a party's obligations under the *Personal Information Protection Act 2004* (Tas) or the *Privacy Act 1988* (Cwlth).

13.18 Determination

Where the Grantor is required or entitled to form or hold an opinion or view under or in relation to this Deed, that opinion or view may be formed or held by an Authorised Officer for the Grantor. This clause does not limit any other way in which the Grantor may otherwise form or hold an opinion or view under or in relation to this Deed.

13.19 Consent and approvals

- (a) This clause applies to any consent or approval which the Recipient must obtain from the Grantor in accordance with this Deed. For the avoidance of doubt, this clause does not apply to any consent or approval to be given under any legislation.
- (b) A request for consent or approval must be made in writing.
- (c) A consent or approval for the purposes of this Deed is not effective unless given in writing.
- (d) A consent or approval may be given subject to reasonable conditions.
- (e) A Recipient must comply with any conditions subject to which the consent or approval is given. To the extent that the Recipient fails to comply with the condition, that failure is taken to be a breach of this Deed.

13.20 Doctrine of merger

The doctrine or principle of merger does not apply to this Deed or to anything done under or in connection with this Deed. Accordingly, no Right or obligation of a party is merged in any thing done pursuant to this Deed.

13.21 No interference with executive duties or powers

Nothing in this Deed is intended to prevent, is to be taken to prevent, or prevents, the free exercise by the Governor, by any member of the Executive Council, or by any Minister of the Crown, of any duties or authorities of his or her office. Any provision of this Deed that is inconsistent with this clause is of no legal effect to the extent of the inconsistency.

13.22 Surviving provisions and termination

- (a) The termination of this Deed does not affect or limit the operation or effect of clauses or parts of this Deed:
 - (i) that are expressed to survive the termination of this Deed;
 - (ii) that, at Law, survive the termination of this Deed; or
 - (iii) that are necessary to survive the termination of this Deed:
 - (A) to give full force and effect to the parties' respective Rights, obligations and liabilities on or after the termination of this Deed;
 - (B) to enable a party to make, enforce or defend any claims related to this Deed; or
 - (C) to give full force and effect to the operation of clause 13.22(b) or clause 13.22(c).
- (b) The termination of this Deed does not affect any claims related to, or any Rights, releases, obligations or liabilities accrued or incurred under, this Deed before the date on which this Deed is terminated.

- (c) Nothing in this clause 13.22 affects or limits the operation of another provision of this Deed which gives a party Rights, or imposes obligations on a party, on or after the termination of this Deed.

Executed as a deed

DRAFT LAGA 060720

Signing

Execution by the Grantor

Executed as a deed on behalf of **The Crown in Right of Tasmania** by the person named below in the presence of the witness named below:

Signature:
→

Being a person who has authority to sign
this Deed on behalf of the Grantor

*Print
name and
position:

Witness'
signature:
→

*Witness
print
name and
position:

Public Servant

*Use BLOCK LETTERS

*Witness
print address:

4 Salamanca Place
Hobart Tas 7000

Signing by the Recipient

The common seal of **Central Highlands Council** has been hereunto affixed this day of pursuant to a resolution of Council delegating authority to the General Manager to affix the Corporation's Seal:

General
Manager'
s
signature:
→

Print
Name*

Seal:
→

*Use BLOCK LETTERS

HOLLOW TREE ROAD

ROAD SAFETY ADVISORY COUNCIL
TOWARDS ZERO



For more information

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INFORMATION PAGE

DATE OF AUDIT: 19/02/2020

DATE OF WORKSHOP: 19/02/2020

CLIENT: Department of State Growth Tasmania

REPORT NUMBER: S20190371

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Business Manager

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Strategy

Johan Strandroth (Sweden)

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Engineers

Fahim Zafar | Tom Bowrey | Ash Mani

Associates

Alexandra Douglas | Dave Wright | Richard Burk

Johan Tay | Peter Hubble | Kanchana Withana

Directors

Dr Tom Beer | Kenn Beer

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Background

Safe System Solutions Pty Ltd was engaged by Tasmania's Department of State Growth with the support of the Central Highlands Council to undertake a motorcycle safety audit and safety countermeasures workshop associated with Hollow Tree Road.

The motorcycle safety audit is from the Town of Bothwell to the Lyell Highway. This section of road is approximately 30km in length.

Objectives

The objectives of the audit and workshop were to:

1. **Identify road and roadside characteristics that may contribute to increased risk for motorcyclists**
2. **Engage with riders to understand their needs, obtain their insights and foster their support for any initiatives**
3. **Develop a list of possible countermeasures that could be implemented on the Hollow Tree Road to improve motorcycle safety.**

Workshop Information

| | |
|---------------------|----------------------------------------------------------------------------------------|
| Date: | Wednesday 19 February 2020 |
| Time: | 1300 |
| Location: | Bothwell |
| Facilitator: | Kenn Beer, Safe System Solutions Pty Ltd Dr Tana Tan, Safe System Solutions Pty Ltd |
| Agenda: | The workshop agenda can be found in Appendix A |



Data Analysis

Below is a summary of the motorcycle crash history along the length of Hollow Tree Road, as well as the speed data at each of the audit locations over the last 5 years.

Crash History: Length of Hollow Tree Road

- There were 28 motorcycle crashes along Hollow Tree Road, all of which occurred during the daytime on sealed sections of road
- 26 of the 28 crashes involved motorcycles losing control and veering off the road
- The majority of crashes occurred on bends/curves

Speed Data: 500m south of Franklin Street

Northbound traffic:

- Approximately 9.1% of motorcyclists exceeded the speed limit of 100km/h
- While the average motorcycle speed was between 80-90km/h, the 85th percentile speed was approximately equal to the 100km/h speed limit along Hollow Tree Road

Southbound traffic:

- Approximately 21.77% of motorcyclists exceeded the speed limit of 100km/h
- While the average motorcycle speed was between 80-90km/h, the 85th percentile speed was between 100-110km/h, exceeding the 100km/h speed limit along Hollow Tree Road

Speed Data: 890m west of Marked Tree Road

Eastbound traffic:

- Approximately 56.8% of motorcyclists exceeded the speed limit of 100km/h
- The average and 85th percentile motorcycle speed was between 100-110km/h, exceeding the 100km/h speed limit along Hollow Tree Road

Westbound traffic:

- Approximately 55.9% of motorcyclists exceeded the speed limit of 100km/h
- The average and 85th percentile motorcycle speeds were between 100-110km/h and 110-120km/h respectively, both of which are greater than the 100km/h speed limit along Hollow Tree Road

Discussion

An overview of the motorcycle trauma on the Hollow Tree Road was presented to the workshop participants, followed by an open discussion regarding issues, known incidents and rider perceptions of the route.



Following these presentations and discussions, an interactive ‘World Café’ workshop was held where workshop participants provided their ideas for possible countermeasures to reduce motorcycle trauma on Hollow Tree Road. While participants were instructed to focus only on Hollow Tree Road, many ideas presented were wider in scope and implications and thus applicable to other similar roads.

The World Café was divided into two tables:

- Safer Roads and Roadsides & Safer Speeds
- Safer People (riders and drivers), Safer Vehicles, Gear and Post-Crash Care

The following pages presents the ideas verbatim, and then the Safe System Solutions Pty Ltd team has provided commentary and their judgement on the achievability, cost, challenges and opportunities of each.

Table 1 Safer Roads and Roadsides

| Countermeasure (verbatim) | Comment (SSS) | Cost* | Time* | Impact* | Achievability* | Recommended |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------|---------|----------------|---------------|
| Unprotected culvert endwalls, specifically on curves | Agree, protection of open culverts is an effective, well established treatment. Unfortunately, the cost of protecting all open culverts along the alignment is not cost effective, therefore critical locations (on the outside of curves) will be identified for protection treatments. See audit for more details. | Medium | Medium | Medium | High | Yes (part) |
| External delineation: <ul style="list-style-type: none"> - Clearance from running lanes - Steel posts (non-rebound) | Agree, steel post for vulnerable road users is an issue. A treatment is currently being developed by Safe System Solutions Pty Ltd and will be presented to Department of State Growth later in 2020. | TBA | TBA | TBA | TBA | Future option |
| Road surface repairs: <ul style="list-style-type: none"> - Patchwork - Uneven surface in corners - Part lane coverage - No disruption to road surface | Even and high quality pavement is critical for all road users, especially motorcyclists. Implementing new pavement across the entire alignment is not cost effective. Therefore, patching on critical locations (on curves) will be identified for improved pavement treatment. | High | Medium | Medium | Medium / Low | Yes (part) |
| Better barriers; rails and rub rails (Armco), particularly in areas with sheer drops, rocks and culverts | Proven treatment with well-established protocol for implementation | Medium | Medium | Medium | High | Yes |
| Signage: <ul style="list-style-type: none"> - Additional chevrons/hazard markers near culverts, bends and poles - Black Spot signage - Gateway entry signage | Effective well-established treatment. See Audit for more details. Gateway entry signage will double as Black Spot signage | Low | Quick | Medium | High | Yes |

Table 2 Safer Speeds

| Countermeasure (verbatim) | Comment | Cost* | Time* | Impact* | Achievability* | Recommended |
|---------------------------------------------------|---------------------------------------------------------------------------------------|--------|--------|---------------|----------------|---------------------------------------------|
| Advisory signs (speed) | Effective well-established treatment. See Audit for more details | Low | Quick | Medium | High | Yes |
| Increased law enforcement (more visible presence) | Effective well-established treatment. | Medium | Medium | Medium / High | High | Yes |
| Speed camera signs | Not effective in isolation. Would require police activity in the area to be increased | Low | Quick | Low | High | Only with commitment for police enforcement |

Table 3 Safer Vehicles, Gear and Post-Crash Care

| Countermeasure (verbatim) | Comment |
|----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Safer Vehicles (Motorcycles) – compliance checks to ensure motorcycle roadworthiness (particularly for tyres) | Overarching statewide initiative to be considered in the development of road safety Action Plans. |
| Motorcycle maintenance education (tyre pressures, condition, brakes etc) | Initiative has merit. Trials at service stations to be investigated. |
| Cornering ABS – should be mandated Stability control | Overarching statewide initiative to be considered in the development of road safety Action Plans. |
| Increased legislation and management regarding the power levels of motorcycles | Overarching statewide initiative to be considered in the development of road safety Action Plans. |
| Trade in scheme – allow for riders to trade in their older motorcycles for newer safer ones | Overarching statewide initiative to be considered in the development of road safety Action Plans. |

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Safer Gear – Change legislation to ensure minimum Australian Standard regarding PPE for motorcyclists (no shirts, shorts, thongs etc.) | Overarching statewide initiative to be considered in the development of road safety Action Plans. |
| Subsidize costs for PPE | Overarching statewide initiative to be considered in the development of road safety Action Plans. |
| Safer Post Crash Care – Improve mobile phone coverage and awareness of dial 112 | Overarching statewide initiative to be considered in the development of road safety Action Plans. |

Table 4 Safer People (Riders and Drivers)

| Countermeasure (verbatim) | Comment |
|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Riders – Encourage motorcyclists to reduce speeds | Will be achieved through advisory speed signs, gateway entry signs. |
| Manage a possible improvement in road conditions resulting in higher speeds ridden by riders (induced demand) | Possible risk of the project. |
| Improve licensing, encouraging stronger testing and education | Overarching statewide initiative to be considered in the development of road safety Action Plans. |
| Stronger restrictions regarding the age of those eligible for L plates | Overarching statewide initiative to be considered in the development of road safety Action Plans. |
| Management of inflated skills of some riders | Overarching statewide initiative to be considered in the development of road safety Action Plans. |
| Increase media coverage of motorcyclists to improve social awareness regarding vulnerability of riders | Overarching statewide initiative to be considered in the development of road safety Action Plans. |
| Countermeasure (verbatim) | Comment |
| Drivers – improve education and training | Overarching statewide initiative to be considered in the development of road safety Action Plans. |
| Improve situational awareness and attitudes towards cyclists, due to riders feeling they are a minority | Overarching statewide initiative to be considered in the development of road safety Action Plans. |

Appendix A Agenda

Agenda

| | |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| When: | Wednesday 19 February 2020 |
| Location: | Bothwell Sports Ground |
| 12:30am | Registrations open. Lunch on arrival |
| 1:00pm | Welcome. <ul style="list-style-type: none">• Introduction: overview of the Safe System approach to road safety and the Hollow Tree Road motorcycle safety audit.• Presentation of data |
| 1:30pm | Discussion. <ul style="list-style-type: none">• Countermeasures to improve motorcyclist safety on the Hollow Tree Road. |
| 3:15pm | Conclusion. |
| 3:30pm | Close. |

Appendix B Opening Presentation Slides















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ARX

ARX is a modification of AusRoads. It removes class 12, moves all other classes up by one, and inserts a cycle class in class 1.

- **Vehicle Models (M):**
- **Car class: 2**
- **Unclassified vehicle class: 13**

| Active Groups | Description | Class | Parameters | Dominant Vehicle | Aggregate |
|---------------|----------------------------------------------------------------------------|-------|------------------------------------------------|-------------------------------------------------------------------------------------|------------|
| 2 | 1 or 2 Motorcycle | MC | 1 0.13-1.7m & axle=2 |  | 1 (light) |
| 2 | 3 or 4 Small - Medium, 5000kg, 4WD, Utility, Light Van | SV | 2 0.13-1.7m, 0.13-0.25 & axle=2 |  | 2 (Medium) |
| 3, 4 or 5 | 5 Small Towage - Tractor, Caterpillar, 8 ton, etc. | SUT | 3 groups=1, 0.13-0.25, 0.13-0.25 & axle=2.5 |  | 3 (heavy) |
| 2 | 2 Two axle truck or bus | TB2 | 4 0.13-0.25 & axle=2 |  | 4 |
| 2 | 2 Three axle truck or bus | TB3 | 5 axle=3 & group=2 |  | 5 (Medium) |
| 2 | 2 Four axle truck | T4 | 6 axle=3 & group=2 |  | 6 |
| 3 | 3 Three axle articulated vehicle or rigid vehicle and trailer | ART3 | 7 0.13-0.25, axle=3 & group=2 |  | 7 |
| 4 | 4 Four axle articulated vehicle or rigid vehicle and trailer | ART4 | 8 0.13-0.25 or 0.13-0.25 & axle=4 & group=2 |  | 8 |
| 5 | 5 Five axle articulated vehicle or rigid vehicle and trailer | ART5 | 9 0.13-0.25 or 0.13-0.25 & axle=5 & group=2 |  | 9 |
| 6 | 6 Six axle articulated vehicle or rigid vehicle and trailer | ART6 | 10 axle=6 & group=2 or axle=6 & group=3 |  | 10 (heavy) |
| 7 | 7 Double or triple axle truck or heavy truck and trailer | DT | 11 group=1 & axle=6 |  | 11 |
| 8 | 8 Double or triple axle truck or heavy truck and two (or more) trailers | DET | 12 group=2 & axle=6 |  | 12 |

For Analysis Purposes, the classes below were:

Classified as Motorcycles (MC)

Classified as Passenger Vehicles (PV)

Classified as Towing Vehicles (TV)

Classified as Heavy Vehicles (HV)

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Overview of Data Provided

- Number of vehicles passing through each site. This information is broken down by direction of travel and class of vehicle
- Speeds of vehicles travelling. This information is also broken down by direction of travel and class of vehicle
- A special focus on motorcycles. Breakdown of speeds ridden by motorcyclists on each site

Data Source: Department of State Growth

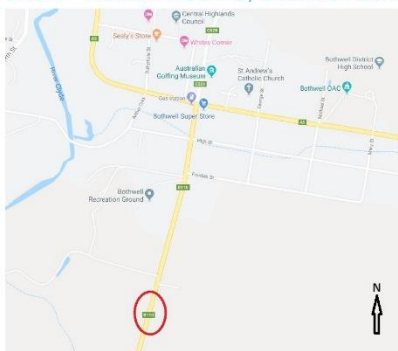
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Data Collection Site Locations



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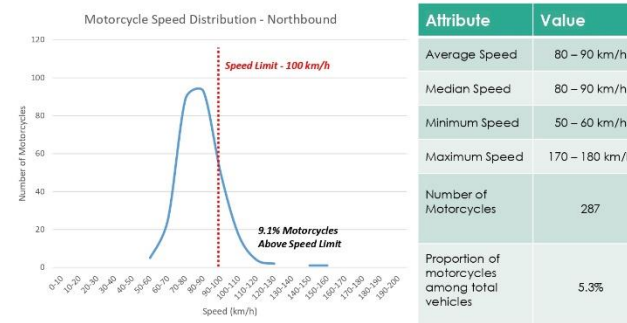
Site 1 - Hollow Tree Rd, Bothwell 500m S of Franklin St



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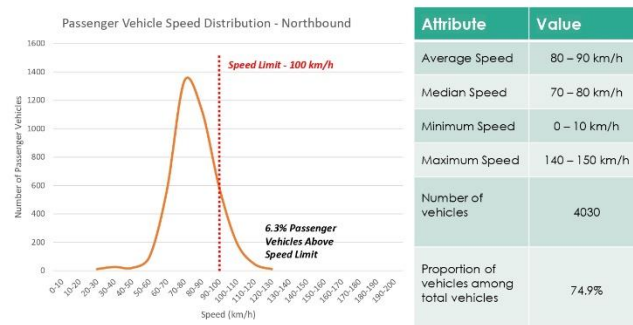
Motorcycle Speed Distribution - Northbound



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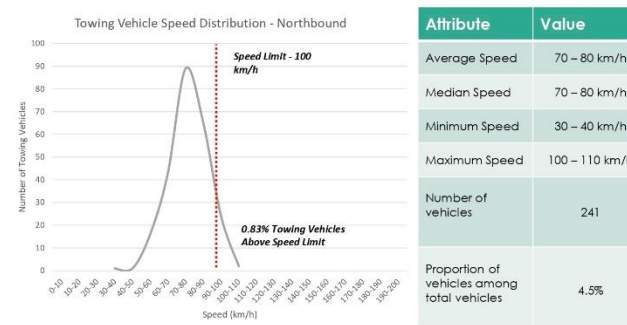
Passenger Vehicle Speed Distribution - Northbound



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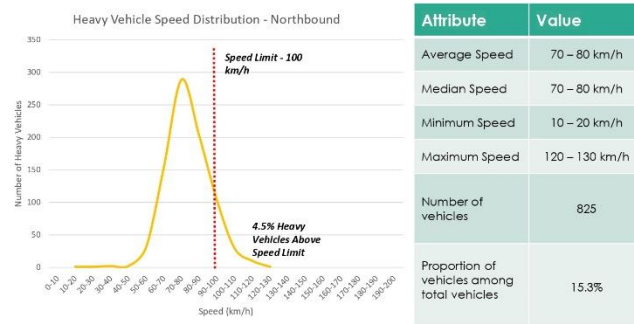
Towing Vehicle Speed Distribution - Northbound



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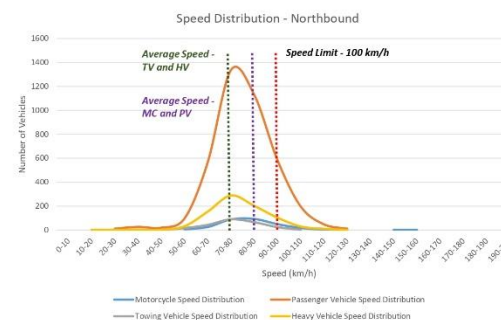
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Heavy Vehicle Speed Distribution - Northbound



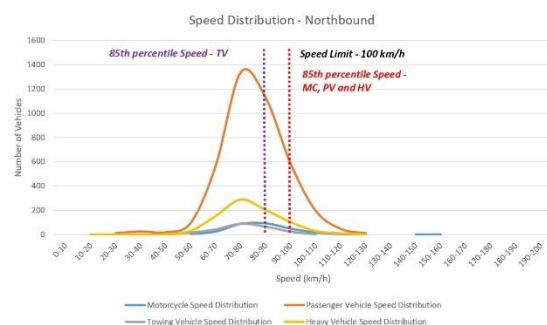
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Speed Distribution of all Vehicles - Northbound



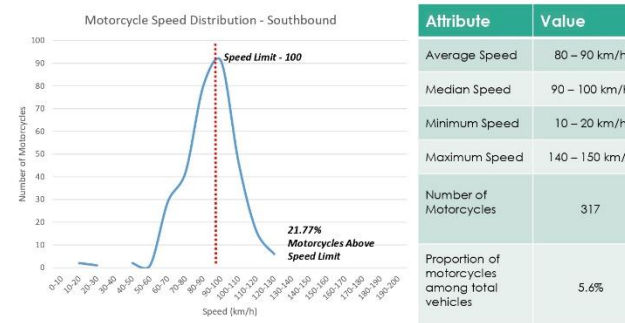
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Speed Distribution of all Vehicles - Northbound



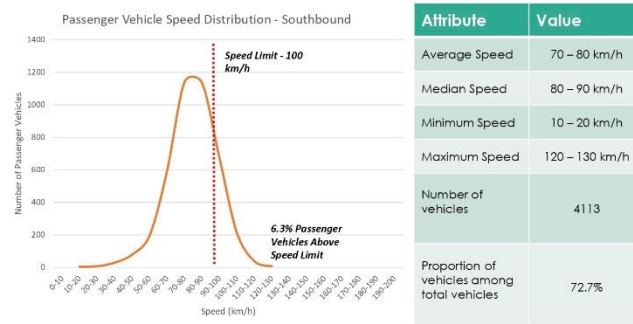
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Motorcycle Speed Distribution - Southbound

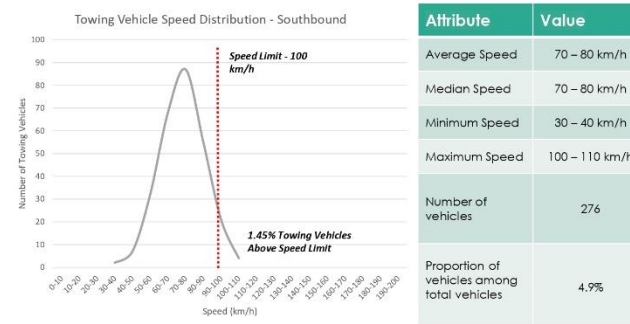


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Passenger Vehicle Speed Distribution - Southbound



Towing Vehicle Speed Distribution - Southbound



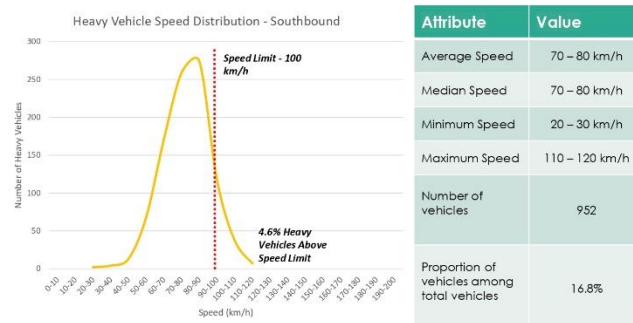
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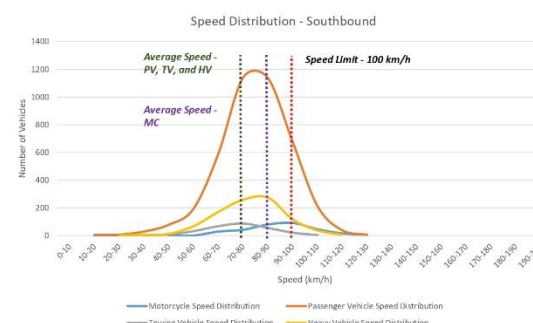
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Heavy Vehicle Speed Distribution - Southbound



Speed Distribution of all Vehicles - Southbound



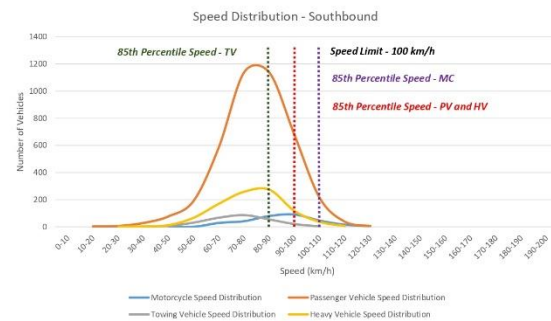
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Speed Distribution of all Vehicles - Southbound



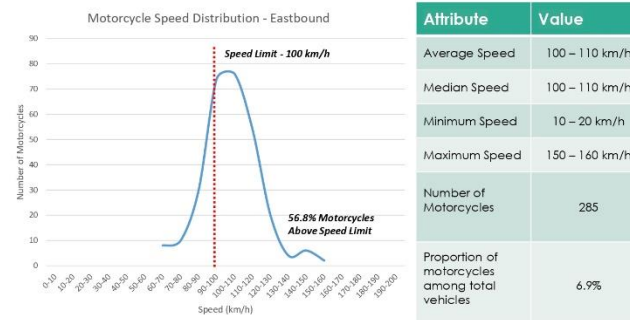
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Site 2 - Hollow Tree Rd, 890m W of Marked Tree Road



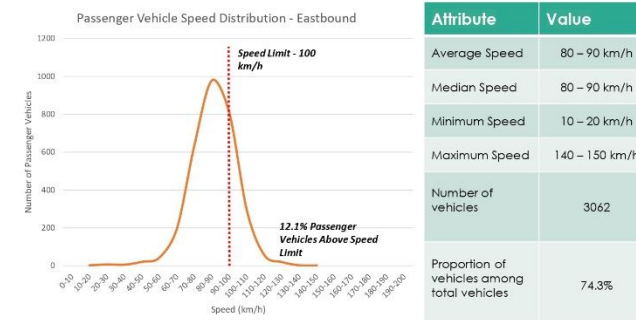
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Motorcycle Speed Distribution - Eastbound



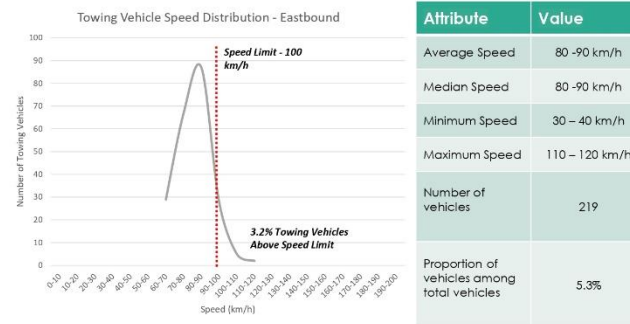
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Passenger Vehicle Speed Distribution - Eastbound



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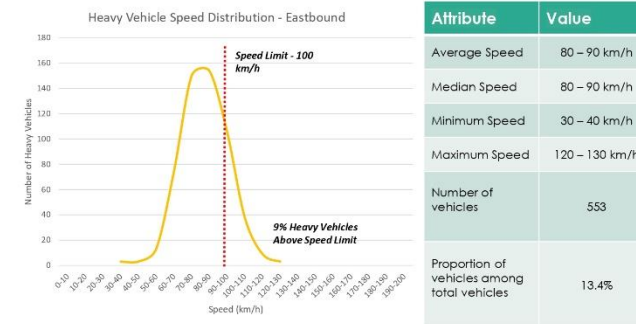
Towing Vehicle Speed Distribution - Eastbound



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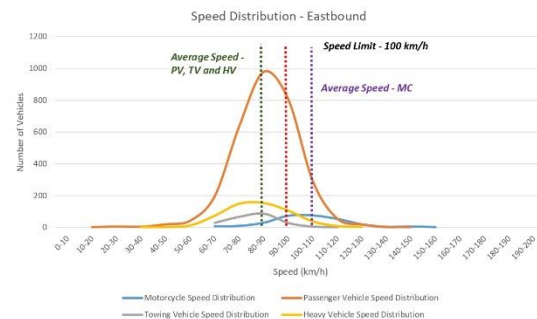
Heavy Vehicle Speed Distribution - Eastbound



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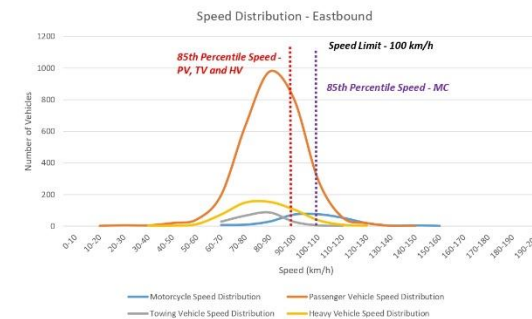
Speed Distribution of all Vehicles - Eastbound



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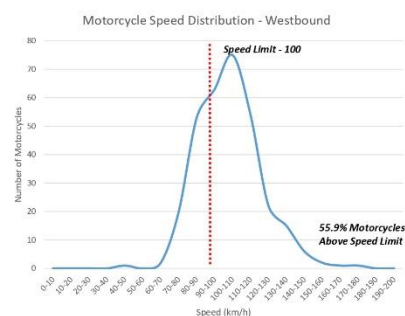
Speed Distribution of all Vehicles - Eastbound



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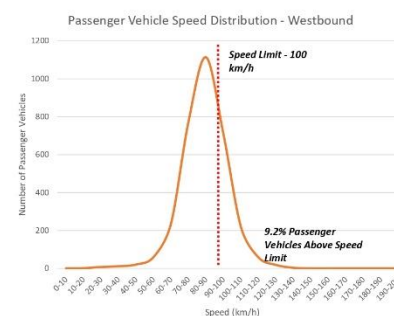
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Motorcycle Speed Distribution - Westbound



| Attribute | Value |
|------------------------------------------------|----------------|
| Average Speed | 100 – 110 km/h |
| Median Speed | 100 – 110 km/h |
| Minimum Speed | 40 – 50 km/h |
| Maximum Speed | 170 – 180 km/h |
| Number of Motorcycles | 315 |
| Proportion of motorcycles among total vehicles | 7.1% |

Passenger Vehicle Speed Distribution - Westbound



| Attribute | Value |
|---------------------------------------------|----------------|
| Average Speed | 80 – 90 km/h |
| Median Speed | 80 – 90 km/h |
| Minimum Speed | 10 – 20 km/h |
| Maximum Speed | 130 – 140 km/h |
| Number of vehicles | 3226 |
| Proportion of vehicles among total vehicles | 72.6% |

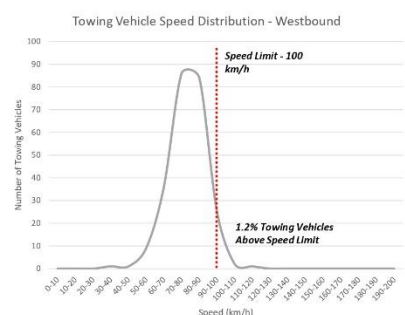
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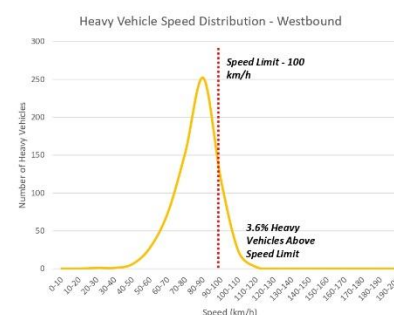
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Towing Vehicle Speed Distribution - Westbound



| Attribute | Value |
|---------------------------------------------|----------------|
| Average Speed | 70 – 80 km/h |
| Median Speed | 70 – 80 km/h |
| Minimum Speed | 30 – 40 km/h |
| Maximum Speed | 110 – 120 km/h |
| Number of vehicles | 245 |
| Proportion of vehicles among total vehicles | 5.5% |

Heavy Vehicle Speed Distribution - Westbound



| Attribute | Value |
|---------------------------------------------|----------------|
| Average Speed | 80 – 90 km/h |
| Median Speed | 80 – 90 km/h |
| Minimum Speed | 20 – 30 km/h |
| Maximum Speed | 110 – 120 km/h |
| Number of vehicles | 658 |
| Proportion of vehicles among total vehicles | 14.8% |

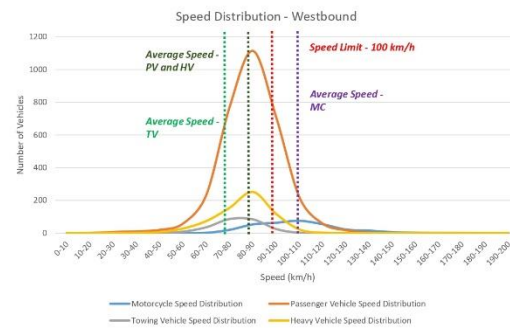
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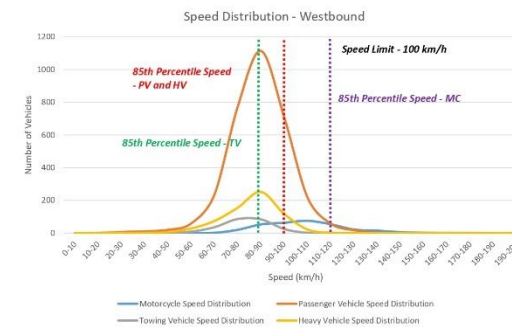
Speed Distribution of all Vehicles - Westbound



ROAD SAFETY ADVISORY COUNCIL
TOWARDS ZERO

**SAFE
SYSTEM
SOLUTIONS**

Speed Distribution of all Vehicles - Westbound



ROAD SAFETY ADVISORY COUNCIL
TOWARDS ZERO

**SAFE
SYSTEM
SOLUTIONS**

Reviews about the Road

"Love that Hollow Tree road. I think I like it best going from north to south..."

"...the ride through Hollow Tree is fun."

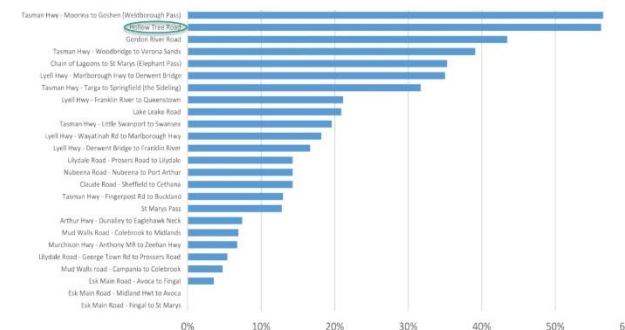
"After a short stop at Bothwell it was across Hollow Tree road which currently a shit road at the moment, but no one came down which is always a plus."

"I did Hollow Tree Road earlier on in the year and quite enjoyed it."

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Motorcycle Crashes - % of Total Crashes -2013-2017



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Crash data

- All motorcycle crashes occurred during daytime
- Most crashes were on bends/curves
- 70% of motorcyclists suffered serious injuries, 23% had minor injuries and 7% of them were fatalities
- 26 of the 28 crashes were single vehicle loss of control style crashes
- 85% of the crashes occurred between 11am and 3pm
- All crashes occurred on the sealed road section

Crash Data

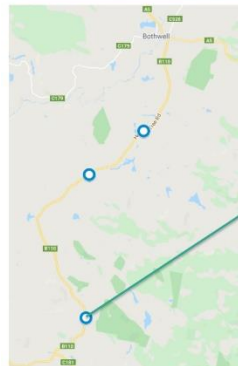


Photos

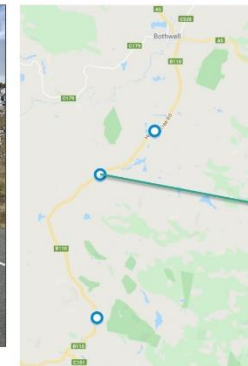
ROAD SAFETY ADVISORY COUNCIL
TOWARDS ZERO



ROAD SAFETY ADVISORY COUNCIL
TOWARDS ZERO



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TOWARDS ZERO




ROAD SAFETY ADVISORY COUNCIL
TOWARDS ZERO











Trauma Reduction Initiatives

Safer Roads and Roadsides

Safer Speeds (enforcement, encouragement, engineering, advisory speeds, regulatory speeds.)

Safer Riders

Safer Drivers

Safer Vehicles (motorcycles)

Safer Gear

Safer Post Crash Care

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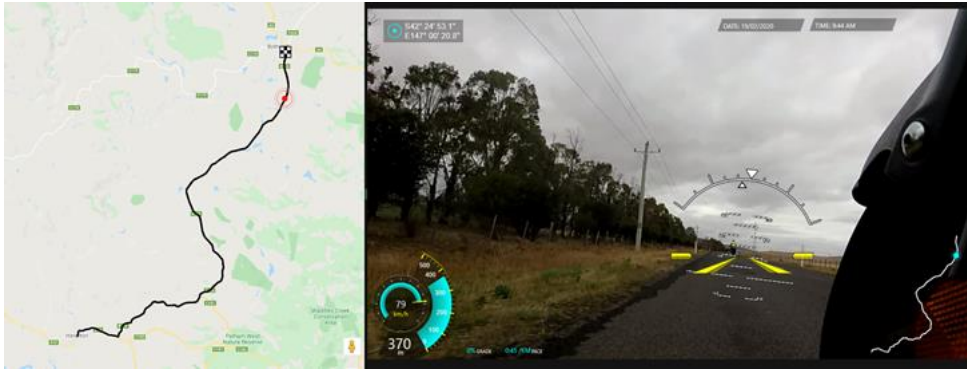
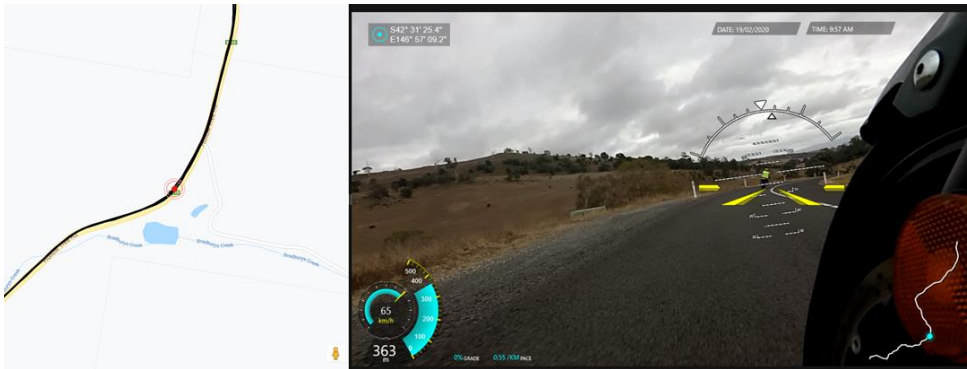
Appendix C Motorcycle Safety Audit

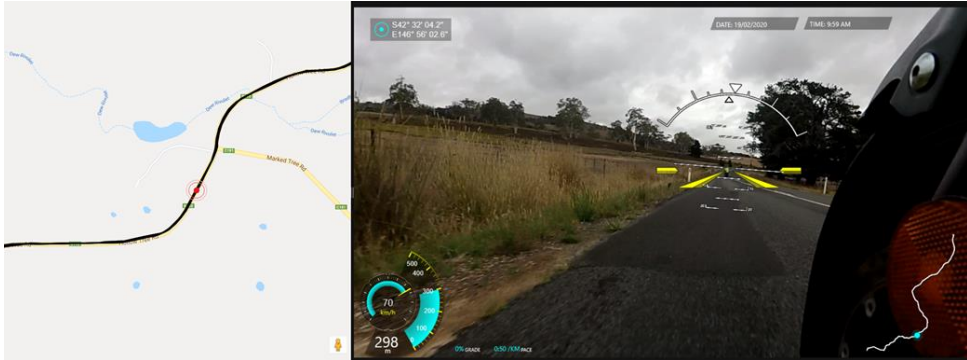


1. Audit Findings and Recommendations

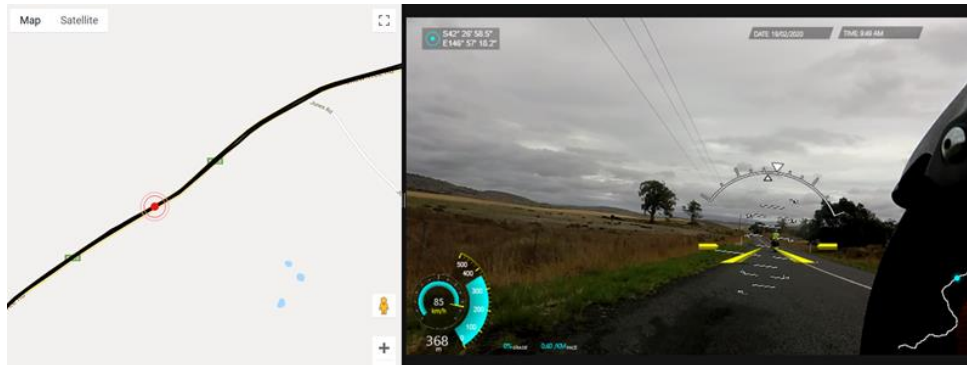
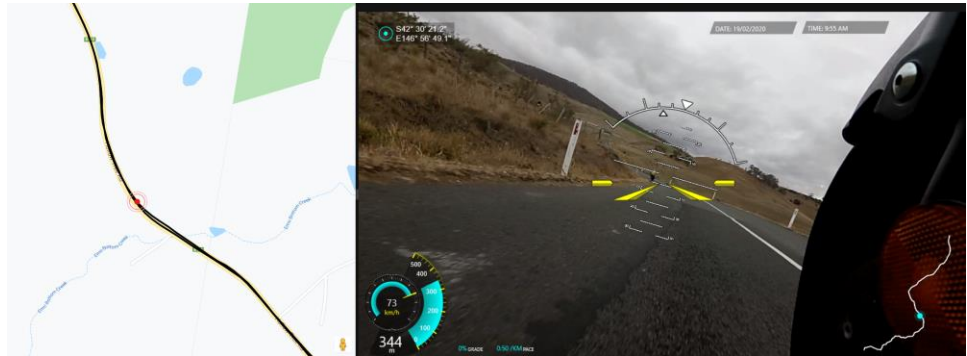

The findings and recommendations of the Road Safety Audit can be found in Table 5 below.

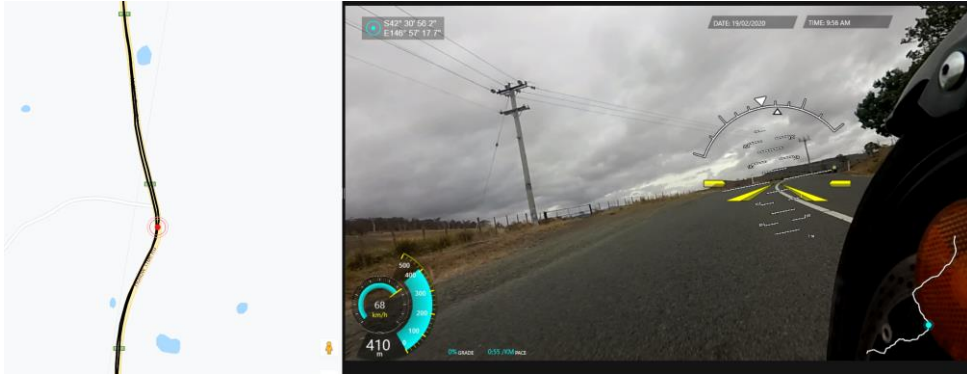
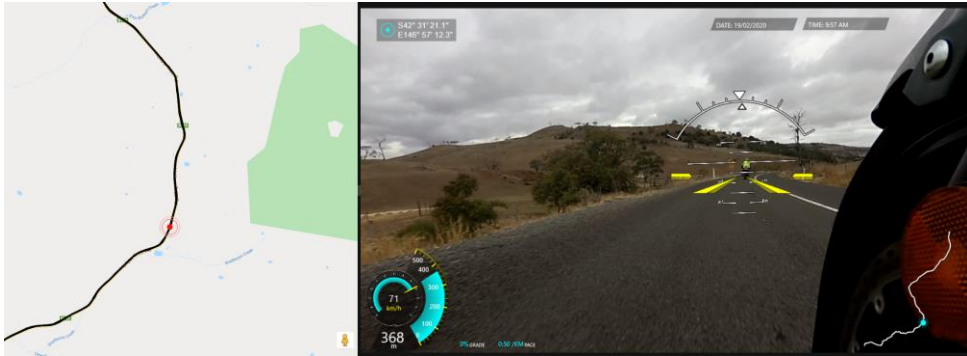
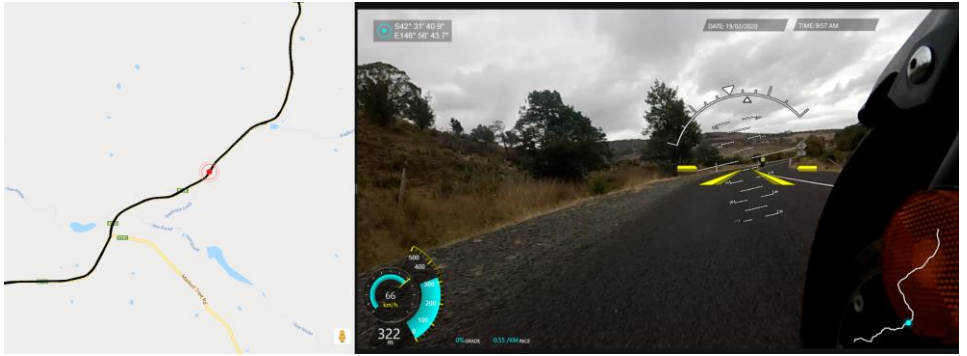
The Audit findings are proposed to highlight risks on the Hollow Tree Road. The recommendations are presented as one option to reduce the risk, but there are other possible options. The road authority should take into account the available funds, the impact of any treatment and their strategic vision for the route.


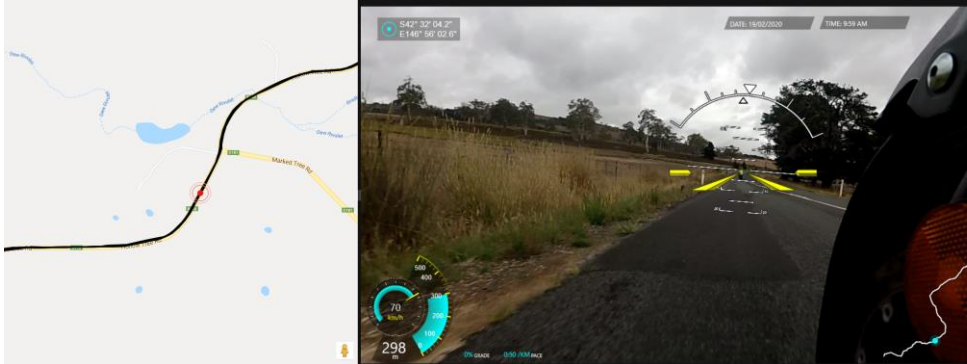
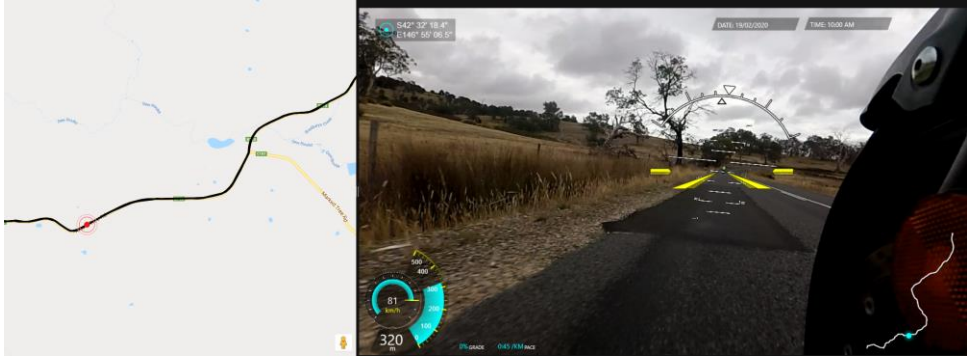
Table 5: Audit Findings


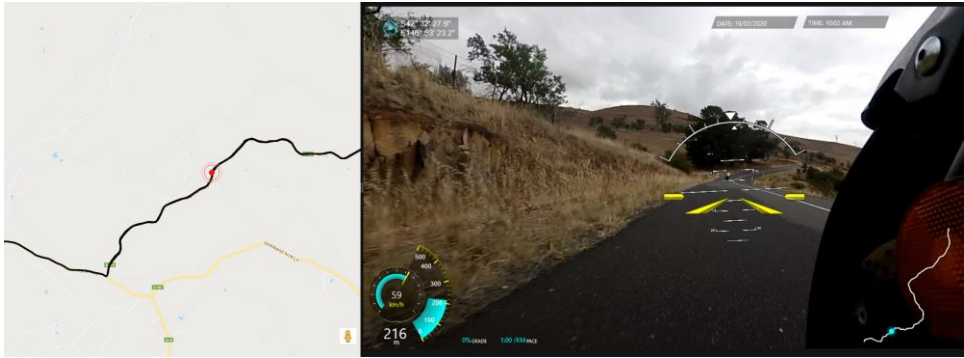
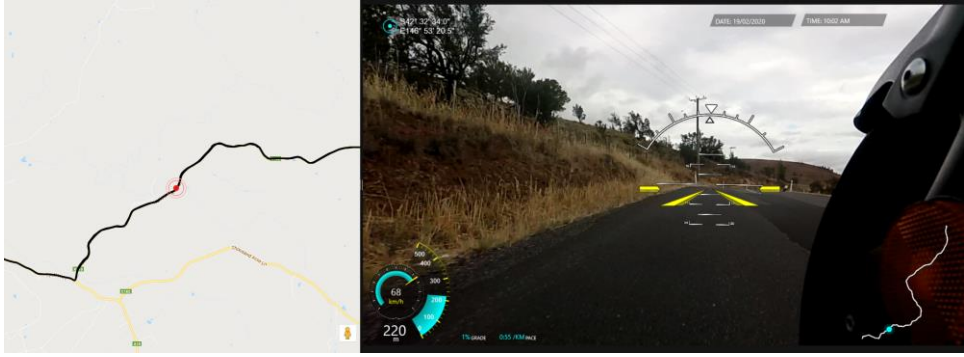
| Ref # | Photo and Location | Audit Findings (issue) | Recommendation | Cost | Level of Risk |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|------|---------------|
| | Route Length Issues | | | | |
| 1 | <div>The image shows a map on the left with a red dot indicating the location. On the right is a video frame from a motorcycle's perspective, showing a road with utility poles and a curve. The video frame includes a speedometer showing 79 km/h and a distance to the next point of interest (POI) of 370m. The video title is 'Time into video: 04:16'.</div> | <p>Utility poles in the area of interest (area of risk).</p> <p>NB Applies to Route Length</p> | <p>Remove or protect with Biker Mate or Safety Barrier with special focus on the outside of any curve.</p> | High | Medium |
| 2 | <div>The image shows a map on the left with a red dot indicating the location. On the right is a video frame from a motorcycle's perspective, showing a road with a curve and a speedometer showing 65 km/h. The video title is 'Time into video: 18:00'.</div> | <p>The route is inconsistently signed to warn road users of the curve alignment.</p> <p>NB Applies to Route Length</p> | <p>Install advance warning signage for the whole route.</p> | Low | High |

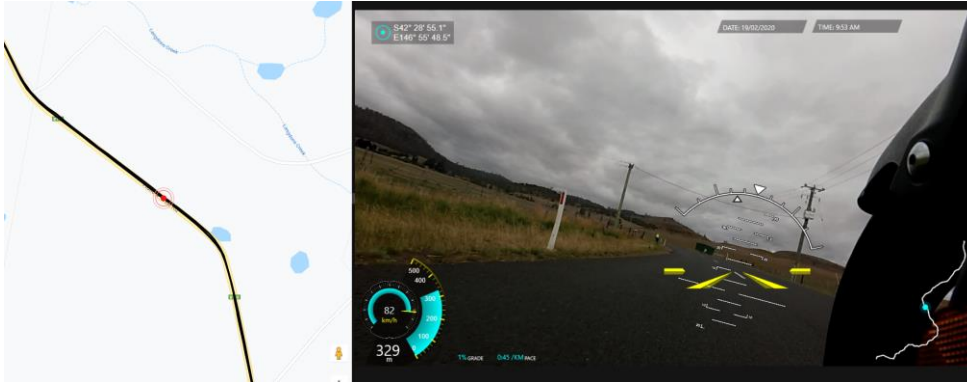


| Ref # | Photo and Location | Audit Findings (issue) | Recommendation | Cost | Level of Risk |
|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|----------------------------------------------------------------|--------|---------------|
| 3 |  <p>Time into video: 19:37</p> | <p>Pavement roughing and patching</p> <p>NB Applies to Route Length</p> | For future patching, consider the ability to patch full width. | Medium | Medium |
| 4 | | <p>Unsealed shoulders</p> <p>NB Applies to Route Length</p> | For specific high risk areas, seal shoulders and widen. | High | High |
| 5 |  <p>Time into video: 12:30</p> | <p>Exposed/unprotected culverts</p> <p>NB Applies to Route Length</p> | Protect or extend. Highest risk on outside of curve. | Medium | High |
| Individual Treatments – Southbound (Section 1) Pavement issues only | | | | | |
| 6 |  <p>Time into video: 03:32</p> | <p>Rough pavement surface through the curve</p> | For future patching, consider the ability to patch full width. | Medium | Medium |

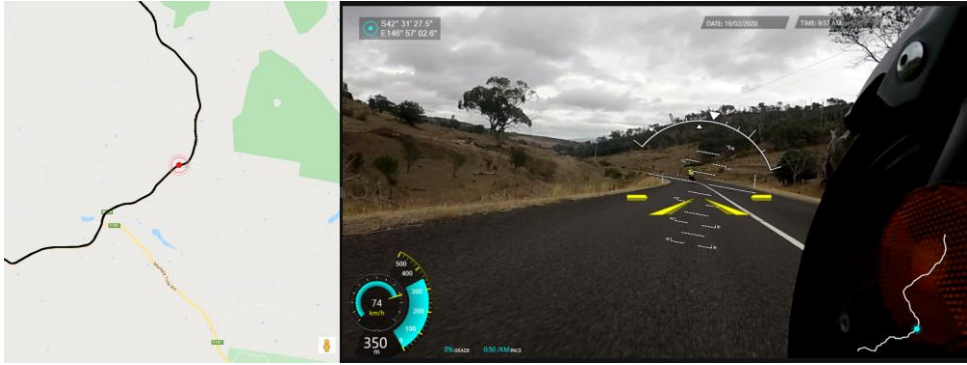


| Ref # | Photo and Location | Audit Findings (issue) | Recommendation | Cost | Level of Risk |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------|--------|---------------|
| 7 | <div>The image shows a map on the left with a red dot indicating the location on a road. To the right is a video frame from a motorcycle's perspective, showing a road curving to the right. A speedometer overlay shows 85 km/h and a distance of 368 m. The date and time are 15/03/2019, 9:48 AM.</div> <p>Time into video: 09:55</p> | Pavement patching in motorcycle wheel path in preparation for curve set-up | For future patching, consider the ability to patch full width. | Medium | Medium |
| 8 | <div>The image shows a map on the left with a red dot indicating the location on a road. To the right is a video frame from a motorcycle's perspective, showing a road curving to the right. A speedometer overlay shows 73 km/h and a distance of 344 m. The date and time are 15/03/2019, 9:53 AM.</div> <p>Time into video: 16:02</p> | Pavement patching through the curve | For future patching, consider the ability to patch full width. | Medium | Medium |
| 9 | <div>The image shows a map on the left with a red dot indicating the location on a road. To the right is a video frame from a motorcycle's perspective, showing a road curving to the right. A speedometer overlay shows 76 km/h and a distance of 394 m. The date and time are 15/03/2019, 9:58 AM.</div> <p>Time into video: 16:48</p> | Loose gravel to the left of the road, cannot determine where the road pavement ends | Remove loose gravel, extend pavement seal and provide edge line marking | Medium | Medium |

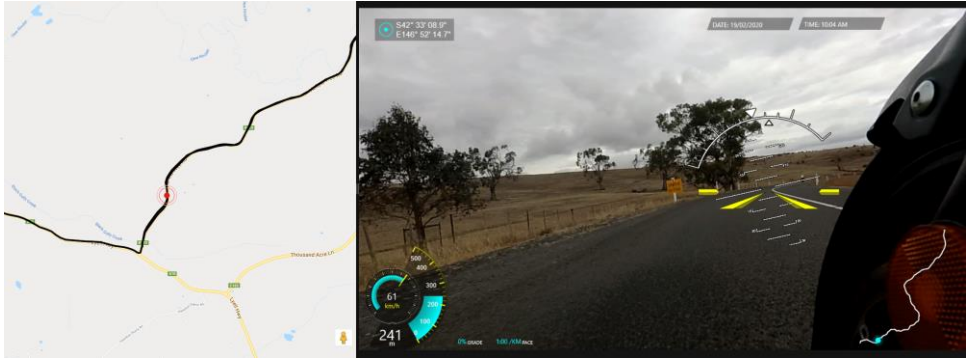
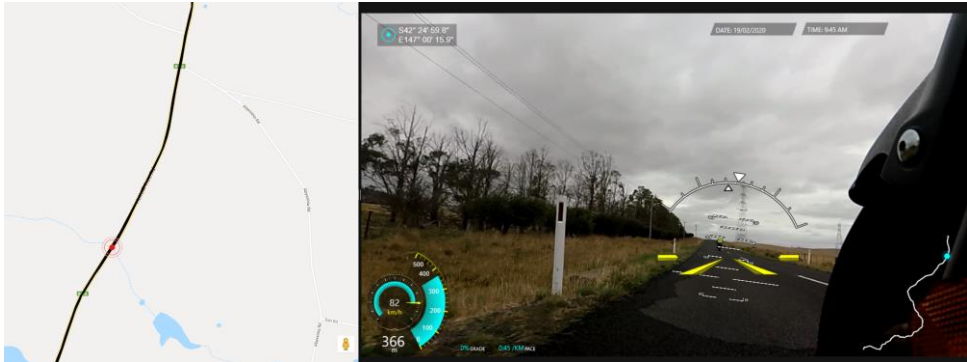
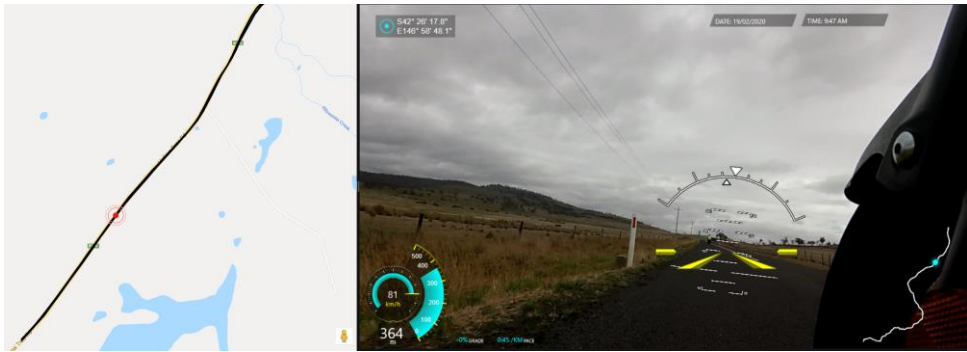
| Ref # | Photo and Location | Audit Findings (issue) | Recommendation | Cost | Level of Risk |
|-------|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------|--------|---------------|
| 10 |  <p>Time into video: 17:06</p> | Loose gravel to the outside of the curve, cannot determine where the road pavement ends | Remove loose gravel, extend pavement seal and provide edge line marking | Medium | Medium |
| 11 |  <p>Time into video: 17:44</p> | Loose gravel to the outside of the curve, cannot determine where the road pavement ends | Remove loose gravel, extend pavement seal and provide edge line marking | Medium | Medium |
| 12 |  <p>Time into video: 18:31</p> | Loose gravel to the outside of the curve, cannot determine where the road pavement ends | Remove loose gravel, extend pavement seal and provide edge line marking | Medium | Medium |




| Ref # | Photo and Location | Audit Findings (issue) | Recommendation | Cost | Level of Risk |
|-------|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------|
| 13 |  <p>Time into video: 19:24</p> | No advance warning of the Marked Tree Road intersection (northbound) There is no delineation at the intersection Gravel spill on Hollow Tree Road from Marked Tree Road | Install advance intersection warning signage (northbound only) Install line marking for delineation Extend the pavement seal to reduce gravel spill | Medium | High |
| 14 |  <p>Time into video: 19:35</p> | Pavement patch in motorcycle wheel path | For future patching, consider the ability to patch full width. | Medium | Medium |
| | Individual Treatments – Southbound (Section 2) Pavement issues only | | | | |
| 15 |  <p>Time into video: 20:42</p> | Pavement patch in motorcycle wheel path | For future patching, consider the ability to patch full width. | Medium | Medium |

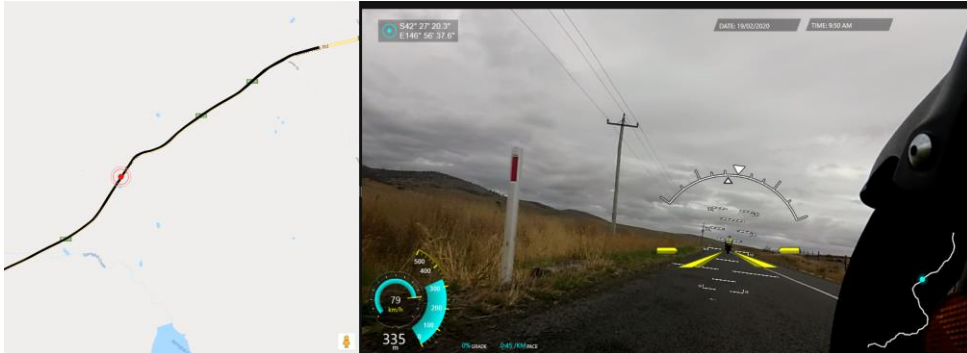
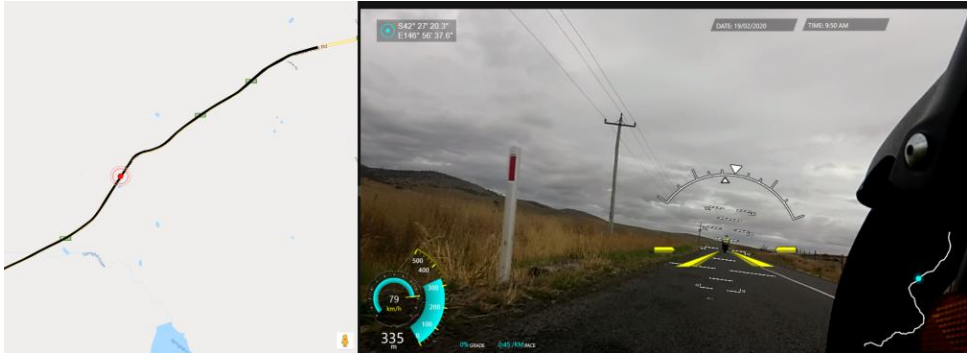

| Ref # | Photo and Location | Audit Findings (issue) | Recommendation | Cost | Level of Risk |
|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------|----------------------------------------------------------------|--------|---------------|
| 16 |  <p>Time into video: 21:19</p> | Pavement patching in motorcycle wheelpath | For future patching, consider the ability to patch full width. | Medium | Medium |
| 17 |  <p>Time into video: 23:00</p> | Pavement patching between two curves | For future patching, consider the ability to patch full width. | Medium | Medium |
| 18 |  <p>Time into video: 23:09</p> | Pavement patching before curve | For future patching, consider the ability to patch full width. | Medium | Medium |
| Individual Treatments – Southbound (Section 1) Signage issues only | | | | | |




| Ref # | Photo and Location | Audit Findings (issue) | Recommendation | Cost | Level of Risk |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------------------------------------------------|------|---------------|
| 19 | <div>The map on the left shows a road curving to the right. The video frame on the right is a first-person view from a motorcycle, showing a road with a curve ahead. The speedometer indicates 329 km/h. The date and time are 18/02/2025, 9:53 AM.</div> <p>Time into video: 13:36</p> | Nosignage to highlight curve | Install curvewarning sign, advisory speed sign and CAVs | Low | High |
| 20 | <div>The map on the left shows a road curving to the right. The video frame on the right is a first-person view from a motorcycle, showing a road with a curve ahead. The speedometer indicates 378 km/h. The date and time are 18/02/2025, 9:54 AM.</div> <p>Time into video: 15:11</p> | Nosignage to highlight curve | Install curvewarning sign, advisory speed sign and CAVs | Low | High |
| 21 | <div>The map on the left shows a road curving to the right. The video frame on the right is a first-person view from a motorcycle, showing a road with a curve ahead. The speedometer indicates 386 km/h. The date and time are 18/02/2025, 9:56 AM.</div> <p>Time into video: 17:31</p> | Nosignage to highlight curve | Install curvewarning sign, advisory speed sign and CAVs | Low | High |



| Ref # | Photo and Location | Audit Findings (issue) | Recommendation | Cost | Level of Risk |
|-------|--------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----------------------------------------------------------------|------|---------------|
| 22 |  <p>Time into video: 18:02</p> | No signage to highlight curve | Install curve warning sign, advisory speed sign and CAMs | Low | High |
| | Individual Treatments – Southbound (Section 2) Signage issues only | | | | |
| 23 |  <p>Time into video: 21:47</p> | No signage to highlight compound curve | Install compound curve warning signage, advisory speed and CAMs | Low | High |
| 24 |  <p>Time into video: 22:13</p> | No signage to highlight curve | Install curve warning sign, advisory speed sign and CAMs | Low | High |




| Ref # | Photo and Location | Audit Findings (issue) | Recommendation | Cost | Level of Risk |
|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|--------|---------------|
| 25 |  <p>Time into video: 24:53</p> | Temporary "Traffic Hazard" signage, not specific to a hazard. May be related to gravel spill on the road | Remove temporary "Traffic Hazard" sign and seal the gravel section mid-curve | Medium | Medium |
| Individual Treatments – Southbound (Section 1) Exposed culverts only | | | | | |
| 26 |  <p>Time into video: 05:37</p> | Exposed/open culvert, close proximity to the road | Protect or extend | Medium | High |
| 27 |  <p>Time into video: 08:04</p> | Exposed/open culvert, close proximity to the road | Protect or extend | Medium | High |




| Ref # | Photo and Location | Audit Findings (issue) | Recommendation | Cost | Level of Risk |
|-------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|-------------------|--------|---------------|
| 28 |  <p>Time into video: 08:33</p> | Exposed/open culvert, close proximity to the road | Protect or extend | Medium | Medium |
| 29 |  <p>Time into video: 08:51</p> | Exposed/open culvert, close proximity to the road | Protect or extend | Medium | Medium |
| 30 |  <p>Time into video: 10:37</p> | Exposed/open culvert mid-curve | Protect or extend | Medium | High |



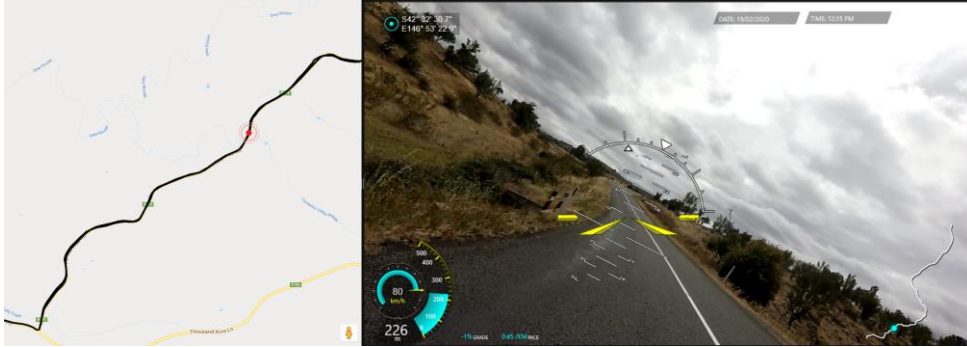
| Ref # | Photo and Location | Audit Findings (issue) | Recommendation | Cost | Level of Risk |
|-------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|-------------------|--------|---------------|
| 31 |  <p>Time into video: 10:48</p> | Exposed/open culvert, close proximity to the road | Protect or extend | Medium | Medium |
| 32 |  <p>Time into video: 11:41</p> | Exposed/open culvert, close proximity to the road | Protect or extend | Medium | Medium |
| 33 |  <p>Time into video: 12:30</p> | Exposed/open culvert mid-curve | Protect or extend | Medium | High |




| Ref # | Photo and Location | Audit Findings (issue) | Recommendation | Cost | Level of Risk |
|-------|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|------------------------------------------|--------|---------------|
| 34 |  <p>Time into video: 18:24</p> | Exposed/open culvert, close proximity to the road | Protect or extend | Medium | Medium |
| 35 |  <p>Time into video: 20:45</p> | Exposed/open culvert prior to curve | Protect or extend | Medium | High |
| | Individual Treatments – Northbound (Section 2) Pavement issues only | | | | |
| 36 |  <p>Time into video: 31:29</p> | Pavement patch and gravel in motorcycle wheel path | Remove loose gravel and patch full width | Medium | Medium |




| Ref # | Photo and Location | Audit Findings (issue) | Recommendation | Cost | Level of Risk |
|-------|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|----------------------------------------------------------------|--------|---------------|
| 37 |  <p>Time into video: 32:32</p> | Pavement patch in motorcycle wheelpath, on approach to curve | For future patching, consider the ability to patch full width. | Medium | Medium |
| 38 |  <p>Time into video: 33:17</p> | Pavement patch in motorcycle wheelpath, mid-curve | For future patching, consider the ability to patch full width. | Medium | Medium |
| 39 |  <p>Time into video: 33:51</p> | Pavement patching in motorcycle wheelpath, prior to curve | For future patching, consider the ability to patch full width. | Medium | Medium |



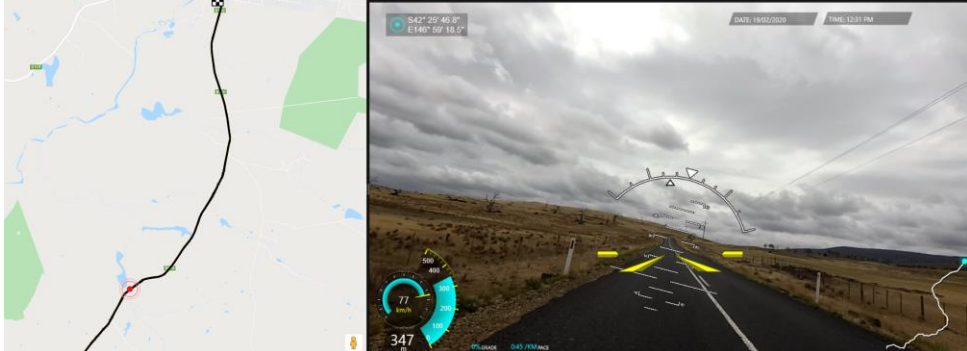
| Ref # | Photo and Location | Audit Findings (issue) | Recommendation | Cost | Level of Risk |
|-------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|----------------------------------------------------------------|--------|---------------|
| 40 |  <p>Time into video: 34:51</p> | Pavement patch in motorcycle wheelpath, mid-curve | For future patching, consider the ability to patch full width. | Medium | Medium |
| | Individual Treatments – Northbound (Section 1) Pavement issues only | | | | |
| 41 |  <p>Time into video: 35:14</p> | Pavement patch in motorcycle wheelpath, mid-curve | For future patching, consider the ability to patch full width. | Medium | Medium |
| 42 |  <p>Time into video: 35:25</p> | Pavement patch in motorcycle wheelpath, mid-curve | For future patching, consider the ability to patch full width. | Medium | Medium |



| Ref # | Photo and Location | Audit Findings (issue) | Recommendation | Cost | Level of Risk |
|-------|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|--------|---------------|
| 43 |  <p>Time into video: 45:08</p> | Pavement patch on crest Unsealed driveway Exposed culvert after pavement patch | Extend pavement treatment past crest Seal driveway Protect or extend culvert | Medium | High |
| 44 |  <p>Time into video: 48:59</p> | Exposed culvert on curve | Protect or extend | | |
| 45 |  <p>Time into video: 50:59</p> | Loose gravel on road, due to unsealed driveway. Prior to curve | Seal driveway | | Medium |
| | Individual Treatments – Northbound (Section 2) Signage and roadside hazards only | | | | |

| Ref # | Photo and Location | Audit Findings (issue) | Recommendation | Cost | Level of Risk |
|-------|--------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------------------------------|--------|---------------|
| 46 |  <p>Time into video: 32:04</p> | Steep drop-off unprotected | Provide barrier system with rub-rail | High | High |
| 47 |  <p>Time into video: 33:10</p> | Hidden right turn curve over crest | Install Curve Alignment Markers (CAMs) | Low | High |
| 48 |  <p>Time into video: 33:23</p> | Exposed culvert mid-curve | Protect or extend | Medium | High |

| Ref # | Photo and Location | Audit Findings (issue) | Recommendation | Cost | Level of Risk |
|-------|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|--------------------------------------------|--------|---------------|
| 49 |  <p>Time into video: 34:00</p> | Tight curve alignment unmarked | Install CAMs | Low | High |
| | Individual Treatments – Northbound (Section 1) Signage and roadside hazards only | | | | |
| 50 |  <p>Time into video: 36:11</p> | Exposed culvert, prior to curve | Protect or extend | Medium | Medium |
| 51 |  <p>Time into video: 36:51</p> | Unprotected terminal ends on barrier system with no rub-rail protection | Protect terminal ends and install rub-rail | Medium | Medium |

| Ref # | Photo and Location | Audit Findings (issue) | Recommendation | Cost | Level of Risk |
|-------|--------------------------------------------------------------------------------------------------------------------|--------------------------------|----------------------------------|--------|---------------|
| 52 |  <p>Time into video: 39:57</p> | Exposed culvert mid-curve | Protect or extend | Medium | High |
| 53 |  <p>Time into video: 42:24</p> | Utility pole in the clear zone | Remove or protect with BikerMate | Medium | Medium |
| 54 |  <p>Time into video: 43:25</p> | Utility pole in clear zone | Remove or protect with BikerMate | Medium | Medium |

| Ref # | Photo and Location | Audit Findings (issue) | Recommendation | Cost | Level of Risk |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------|--------|---------------|
| 55 | <div>A map on the left shows a road curving to the right. The video frame on the right shows a road with a white dashed line, a yellow dashed line, and a white dashed line. A speedometer overlay shows 67 mph and 306 ft. A date/time overlay shows 10/10/2020 11:05 PM.</div> <p>Time into video: 43:35</p> | Exposed culvert prior to curve | Protect or extend | Medium | Medium |
| 56 | <div>A map on the left shows a road curving to the right. The video frame on the right shows a road with a white dashed line, a yellow dashed line, and a white dashed line. A speedometer overlay shows 82 mph and 324 ft. A date/time overlay shows 10/10/2020 11:05 PM.</div> <p>Time into video: 44:55</p> | Exposed culvert, mid curve | Protect or extend | Medium | High |
| 57 | <div>A map on the left shows a road curving to the right. The video frame on the right shows a road with a white dashed line, a yellow dashed line, and a white dashed line. A speedometer overlay shows 77 mph and 347 ft. A date/time overlay shows 10/10/2020 11:05 PM.</div> <p>Time into video: 48:44</p> | Exposed culvert after curve | Protect or extend | Medium | Medium |

| Ref # | Photo and Location | Audit Findings (issue) | Recommendation | Cost | Level of Risk |
|-------|------------------------------------------------------------------------------------------------------------------------------|--------------------------------|----------------------------------|--------|---------------|
| 58 | <div></div> <p>Time into video: 50:17</p> | Exposed culvert prior to curve | Protect or extend | Medium | High |
| 59 | <div></div> <p>Time into video: 50:53</p> | Utility pole in the clear zone | Remove or protect with BikerMate | Medium | Medium |

Appendix D Project Plan

Project Plan 2020 & Beyond

An infrastructure application/ nomination form has been developed for the Tasmanian Department of State Growth to enable Local Councils to apply for infrastructure funding to improve road safety for all road users across the Tasmanian road network.

An infrastructure project plan has been developed following the motorcycle audit of Hollow Tree Road and has been broken into low, medium and high cost projects. The purpose of this project plan is to support applications for future infrastructure funding. The table and maps below summarise the critical safety issues as a result of the motorcycle audit conducted on Wednesday 19 February 2020.

Table 6 Hollow Tree Road Project Plan

| Issue | Proposed Treatment | Route Treatment or Site Specific | Approx. Location (Degrees, minutes, seconds) | Cost (Low, Medium, High) | Stakeholders Impacted | Consult | Inform | Year Programed |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-------------------------------------------------------------------------------------------------------------------|--------------------------|-----------------------|-------------------------------------|-------------------------------------|----------------|
| No signage to highlight curves | <p>Signage upgrade for consistency and alignment with the Australian Standard 1742 (including detailed signage inventory and inspection to identify the need for the installation of new and removal and replacement of redundant signs). This will produce a detailed signage layout.</p> <p>Supply and install of new signage once detailed signage inventory and inspection is completed. For e.g. Install advance warning signage, advisory speed signage and curve alignment markers (CAMs).</p> | Route treatment | <p>From: S42° 28' 55.1"</p> <p>E146° 55' 48.5"</p> <p>To: S42° 33' 08.9"</p> <p>E146° 52' 14.7"</p> | Medium | Local residents | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 2020/2021 |

| | | | | | | | | |
|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------------------------------------------------|--------|-----------------------------------------------------------------------|-------------------------------------|-------------------------------------|-----------|
| Driver and rider awareness of Hollow Tree Road being a popular route | Install new gateway signage at both ends of the corridor for motorcycle awareness on the route (four large static signs to be installed). | Site specific | At the Bothwell side and the Hamilton side | Low | Local residents and community | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 2020/2021 |
| Lack of delineation at the Marked Tree Road intersection | <p>Intersection warning sign required for Marked Tree Road (northbound only).</p> <p>Giveaway/ Stop signage and line marking required and improved delineation.</p> <p>Pavement seal on Marked Tree Road to be extended to reduce gravel spill onto Hollow Tree Road</p> | Site specific | C181 – Intersection of Marked Tree Road/ Hollow Tree Road | Medium | Local residents | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 2020/2021 |
| Exposed culverts | Protect or extend in critical locations only (prior to curve, mid-curve or after curve alignment). | Site specific | S42° 28' 09.1" | Medium | Local residents (subject to treatment and land boundary requirements) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 2020/2021 |
| | | | E146° 55' 27.2" | | | | | |
| | | | S42° 32' 19.4" | | | | | |
| | | | E146° 55' 04.2" | | | | | |
| | | | S42° 32' 19.4" | | | | | |
| | | | E146° 55' 04.2" | | | | | |
| | | | S42° 32' 30.7" | | | | | |
| | | | E146° 53' 22.9" | | | | | |
| | | | S42° 25' 41.1" | | | | | |
| | | | E146° 59' 29.8" | | | | | |

| | | | | | | | | |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------|-----------------------------|-------------------------------------|-------------------------------------|-----------|
| Loose gravel on road | Remove gravel, extend pavement seal and install edge linemarking in critical locations only (on curves). | Site specific | S42° 30' 56.2" | High | Local residents & community | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 2020/2021 |
| | | | E146° 57' 17.7" | | | | | |
| | | | S42° 31' 21.1" | | | | | |
| | | | E146° 57' 12.3" | | | | | |
| | | | S42° 31' 40.9" | | | | | |
| | | | E146° 56' 43.7" | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Unsealed bellmouths | Seal bellmouths approximately 20m from where the bellmouth intersects with Hollow Tree Road. | Site specific | S42° 32' 57.0" | Low | Local residents | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 2020/2021 |
| | | | E146° 52' 24.0" | | | | | |
| | | | S42° 24' 30.2" | | | | | |
| | | | E147° 00' 29.7" | | | | | |
| Steep drop-off on curve alignment unprotected | Install barrier system with rub-rail to protect the curve and steep drop-off. | Site specific | S42° 27' 23.8" | Medium | Local residents & community | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 2020/2021 |
| | | | E146° 56' 34.4" | | | | | |
| Pavement patching through curves | For future patching, consider the ability to patch full width. | Route treatment | S42° 30' 21.2" | High | Local residents & community | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 2021/2022 |
| | | | E146° 56' 49.1" | | | | | |
| | | | S42° 32' 04.2" | | | | | |
| | | | E146° 56' 02.6" | | | | | |
| | | | S42° 32' 18.4" | | | | | |
| | | | E146° 55' 06.5" | | | | | |
| | | | S42° 32' 17.4" | | | | | |

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|--|--|--|-----------------|--|--|--|--|--|
| | | | E146° 54' 35.6" | | | | | |
| | | | S42° 32' 27.9" | | | | | |
| | | | E146° 53' 23.2" | | | | | |
| | | | S42° 32' 16.3" | | | | | |
| | | | E146° 53' 41.1" | | | | | |
| | | | S42° 32' 17.3" | | | | | |
| | | | E146° 54' 29.2" | | | | | |
| | | | S42° 32' 16.6" | | | | | |
| | | | E146° 54' 50.8" | | | | | |
| | | | S42° 32' 19.9" | | | | | |
| | | | E146° 55' 00.6" | | | | | |
| | | | S42° 27' 24.1" | | | | | |
| | | | E146° 56' 34.1" | | | | | |

Infrastructure Plan for 2020/ 2021

- 📍 Extend culvert
- 📍 Extend pavement seal + install edgeline marking
- 📍 Lack of advance warning. Signage inventory + detailed signage layout
- 📍 Seal bellmouths, approx. 20m from Hollow Tree Road
- 📍 Steep drop-off. Install barrier with rub-rail protection





ANNUAL GENERAL MEETING

AGENDA

To be submitted to the

**ONE HUNDRED AND EIGHTH SESSION
OF THE ASSOCIATION**

**Will be held on
22 July 2020**

**Commencing at
10.00am**

Via Webinar

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* Denotes Attachment

FORMAL NOTICE OF MEETING

**NOTICE IS GIVEN THAT THE
One Hundred and Eighth Annual General Meeting
of the Association
will be held on
22 July 2020
Commencing at
10.00am**

**NOTICE IS ALSO GIVEN THAT THE
Association's General Meeting
will be held on
22 July 2020
To consider
Local Government Policy and Motions
from Member Councils**

**Commencing immediately following
the conclusion of the
Annual General Meeting
on Wednesday 22 July 2020.**

**All sessions to be held at
Via Webinar**

**Katrena Stephenson
CHIEF EXECUTIVE OFFICER**

2020 ANNUAL GENERAL MEETING

The President, Mayor Christina Holmdahl, will welcome Members and acknowledge and pay respect to the Tasmanian Aboriginal Community as the traditional and original owners and continuing custodians of this land.

1 MINUTES OF 107TH ANNUAL GENERAL MEETING *

Decision Sought

That the Minutes of the 107th Annual General Meeting, held 3 July 2019 be confirmed.

The Minutes of the 107th Annual General Meeting of the Local Government Association of Tasmania, held in Hobart on 3 July 2019, as circulated, are submitted for confirmation.

The Minutes are at **Attachment to Item 1.**

2 PRESIDENT'S REPORT

Decision Sought

That the President's report be received.

The President will present her report to the 2020 Annual General Meeting.

Decision Sought

That the Financial Statements for the period 1 July 2018 to 30 June 2019 be received and adopted.

The General Management Committee recommends consideration and adoption of the Association's Financial Statements for the period 1 July 2018 to 30 June 2019, an abridged version of which are included at **Attachment to Item 3**.

A full version is available from the Association's offices on request.

A copy of the Association's Profit and Loss report for the period 1 July 2019 to 30 June 2020 is also included at **Attachment to Item 3** to provide members with an indication of the current financial position of the Association.

At the time of preparation of this report three weeks remained to the end of the financial year with year-end adjustments also pending. It is anticipated that there will be an unanticipated surplus (approximately \$75,000) with items below being of note –

- Procurement activity continues to increase resulting in an additional \$57,000 income;
- The Covid-19 Pandemic impacted general expenses resulting in underspends around travel (ALGA meetings and Presidents travel), staff training and general running costs; and
- General under expenditure in areas such as consultants' fees also contributed to the surplus.

Decision Sought

That the Meeting endorse the adoption of the 2020-2021 LGAT Budget and Subscriptions.

Income

This is an unusual budget year. LGAT's non subscription revenue related to events, training and sponsorship has, and will be, significantly impacted for the year ahead. However, LGAT has a strong balance sheet and is able to weather a deficit budget while holding subscription increases to 0% for the second year in a row.

The inability to deliver our conference and usual events and attract related sponsorship is anticipated to reduce LGAT's income by nearly \$300,000. We also expect some downturn in fees and commissions and continued poor performance in relation to interest. We still have some unexpended advertising funds and reserves we could draw upon so have not sought to put a call upon members for advertising this year. However, the Community Satisfaction Survey will continue to have an annual allocation.

No income or expenses have specifically been allocated for the Charitable Rates work and it is suggested that should this exceed funds available through unexpended advertising or the expenses allocation for consultants that it be funded from LGAT reserves as previously discussed.

Southern Councils have engaged LGAT under an MOU for support on waste matters and this is captured as income but will be fully expended as a salaries expense related to the fixed term Project Officer and Policy Director time.

Expenditure

Recognising that some councils will apply wage increases under their Enterprise Agreements (EAs) and that other councils will not apply an increase as a result of delayed enterprise bargaining, LGAT has taken a balanced approach to wages, budgeting an increase of 1.5%. This does not impact subscriptions, just the underlying position for LGAT. The budget impact of applying an increase is \$15,395. It should be noted that most council EAs currently provide for a 2.5% increase.

Other changes to expenditure items include:

- All procurement expenses, including advertising and travel, are now represented as a separate expense item and consequently estimated expenditure on advertising and travel have been reduced;
- ALGA is unlikely to increase subscriptions;

- It is difficult to estimate other employee entitlements to leave as it is likely that staff may carry more leave than usual given the COVID constraints. However, staff must comply with the policy and not carry more than 12 weeks annual leave;
- The printing and publication budget has been reduced as we do more online and have more in-house design capacity;
- We are continuing to see savings related to changes in telephone and data contracts.
- Cleaning expenses have increased under COVID; and
- Decreased travel expenses are anticipated as we make greater use of online meetings.

Other Matters

Additional grant funding is to be provided by the State Government to extend the Health and Wellbeing Project for a further two years. This does not appear on the budget as these funds are held in a separate account.

Net Result

The anticipated deficit is -\$74,463.00

Subscriptions

This is the third year of applying our new subscription formula agreed at the 2017 AGM. That formula comprises a flat fee of 40 per cent and population and revenue fees of 30 per cent each, 8 revenue categories and 8 population categories and a 10 per cent collar and cap.

A 0% increase in overall subscriptions has been budgeted for 2020-21. However, because of category movements and resultant cap and collar adjustments, there are (mostly minor) shifts in subs payable by council.

Only two councils will have subscriptions that go up by more than \$1000 and these are Flinders Island and Latrobe. Flinders moved up a population category and Latrobe moved up a revenue category based on the ABS and State Grants data. Four councils, Brighton, Derwent Valley, George Town and Tasman went down a revenue category. Glamorgan Spring Bay and Southern Midlands have had movement downwards as a consequence of the collar cap adjustments throughout.

A copy of the Draft Budget and Subscriptions for the 2020-21 Financial Year are at **Attachment to Item 4.**

5 PRESIDENT AND VICE PRESIDENT HONORARIUMS

Decision Sought

That the President's and Vice President's allowance for the period 1 July 2020 to 30 June 2021 be adjusted in accordance with the movement in the Wages Price Index.

The Rules of the Association provide that the Annual General Meeting will grant an annual allowance to the President and Vice President.

In the past an independent review of allowances was undertaken in the same financial year as the review of allowances for Local Government Elected Members, with the last review undertaken in 2009. The result of that review was to retain the basis of the present allowances unchanged for the two positions with movements to be in conjunction with the wages price index. This brought the escalation factor for allowances in line with Elected Member allowances across councils.

The escalation factor used for elected member allowances remains the wages price index and it is deemed appropriate that the President and Vice President Honorariums continue to escalate on the same basis.

The resultant application of the wages price index has meant allowances for 2019/20 were:

- President allowance \$49,602 per annum.
- Vice President allowance \$12,400 per annum.

GMC sitting fees will also be adjusted by the wages price index.

6 LGAT ANNUAL PLAN *

Decision Sought

That Members note the report against the LGAT Annual Plan.

Background

At **Attachment to Item 6** is a report against the LGAT Annual Plan for consideration.

Budget Implications.

Within current budget.

Decision Sought

- (a) That the reports from representatives on various bodies be received and noted.**
- (b) That Members acknowledge the time and effort put in by all Association representatives on boards, working parties, advisory groups and committees etc.**

Listed below are the bodies on which the Association had statutory representation in the 2018/2019 financial year.

Representatives on Bodies are requested to provide a report for Conference and are also requested to provide regular reports back to the Association during the year.

- **Animal Welfare Advisory Committee**
Clr Rob Churchill , Glamorgan Spring Bay
- **Family Violence Consultative Committee**
Mayor Mary Knowles OAM, Northern Midlands Council
- **Forest Practices Advisory Council**
Mr Shane Wells, Glamorgan Spring)
(A new representative has been appointed - awaiting final confirmation from Minister)
- **LGAT Assist**
Mrs Jill Taylor
- **Local Government Board**
Mr Greg Preece
- **State Fire Commission**
Chris Hughes, Break O'Day Council
- **State Fire Management Council**
Ms Melanie Kelly, Kingborough Council
- **State Grants Commission**
Mr Greg Preece and Mr Rodney Fraser
- **Tasmanian Heritage Council**
Ald Jim Cox, Launceston City Council, Ms Danielle Gray, Kingborough Council;
(Nominations have been sought to replace Danielle Gray with confirmation pending)
- **Tasmanian Library Advisory Board**
Ms Yolanda Sam, City of Hobart, Clr Dick Adams, Northern Midlands Council; Jackie Merchant, Central Coast Council; Ald Simon Fraser, Glenorchy City Council
- **Tasmanian Planning Commission**
Mr Michael Stretton, Launceston City Council
- **Tasmanian Spatial Information Council**
Ms Emily Brown, City of Hobart
- **Tasmanian Suicide Prevention Committee**
Mayor Annette Rockliff, Devonport City Council
- **Threatened Species Protection Act 1995 - Community Review Committee -**
Nikki Den Exter, Kingborough Council

The reports received for presentation are at **Attachment to Item 9.**

| |
|------------------|
| 8 CLOSURE |
|------------------|



ANNUAL GENERAL MEETING

Minutes

Submitted to the

**ONE HUNDRED AND SEVENTH SESSION
OF THE ASSOCIATION**

**Held on
3 July 2019**

**Wrest Point Casino
Hobart**

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Electronic Voting Records for Decision Items only are at the end of the Document

FORMAL NOTICE OF MEETING

NOTICE IS HEREBY GIVEN THAT

***The Annual Conference of
Local Government in Tasmania
will be held
commencing
Wednesday 3 July 2019***

**NOTICE IS ALSO GIVEN THAT THE
One Hundred and Seventh Annual General Meeting
of the Association
will be held on
3 July 2019
Commencing at
11.00am**

**NOTICE IS ALSO GIVEN THAT THE
Association's General Meeting
will be held on
3 July 2019
To consider
Local Government Policy and Motions
from Member Councils**

***Commencing immediately following
the conclusion of the
Annual General Meeting
on Wednesday 3 July 2019***

***All sessions to be held at
Wrest Point Casino
Hobart***

***Katrena Stephenson
CHIEF EXECUTIVE OFFICER***

2019 CONFERENCE PROGRAM

WEDNESDAY 3 JULY 2019

| | | |
|-------------|-------------------|--------------------------------------------------------|
| 11.00am | AGM | |
| | General Meeting | Commencing immediately following the conclusion of AGM |
| 12.30pm | Lunch | With thanks to Dial Before you Dig |
| 1.30pm | Meetings continue | |
| 5.00 6.00pm | Welcome Reception | With thanks to Jardine Lloyd Thompson |

THURSDAY 4 JULY 2019

| | | |
|---------------|----------------------------------------|------------------------------------------------|
| 8.00am | Conference Registration | |
| 8.45am | Welcome and Opening | |
| 9.05am | Mayor David O'Loughlin | |
| 9.40am | Mayor Tim Shadbolt | |
| 10.30am | Morning Tea | |
| 11.00am | Mat Pinnegar | |
| 11.30 | Heather Rose | |
| 12.10 | Speed Networking | |
| 12.40pm | Lunch | |
| 1.40pm | World Café Series | |
| 2.40pm | Afternoon Tea | With thanks to Commonwealth Bank |
| 3.15pm | The Panel | |
| 4.30 – 5.30pm | Happy Hour | <i>With thanks to Commonwealth Bank</i> |
| 7.15pm | MAV Insurance Conference Dinner | |

FRIDAY 5 JULY 2019

| | |
|---------|---------------------------------------------|
| 8.50am | Welcome Back, Reflections from Day One |
| 9.10am | Symposiums and Workshops |
| 10.30am | Morning Tea |
| 11.10am | 2019 Local Government Awards for Excellence |
| 11.55am | Penny Terry |
| 12.50pm | Conference wrap up |
| 1.00pm | Lunch |

2019 ANNUAL GENERAL MEETING

The President, Mayor Doug Chipman, welcomed Members, declared the Annual General Meeting open and accept apologies from –

| | |
|----------------------------|-------------------------|
| Mayor Albert van Zetten | Launceston City Council |
| Mayor Wayne Johnston | Meander Valley Council |
| Deputy Mayor Michael Kelly | Meander Valley Council |
| Mayor Steve Kons | Burnie City Council |
| D/Mayor Giovanna Simpson | Burnie City Council |
| Mr Tim Watson | Dorset Council |
| Mayor Robby Walsh | Waratah Wynyard Council |
| Mayor Julie Arnold | King Island Council |
| Ms Kate Mauric | King Island Council |
| Mayor Tony Foster | Brighton Council |

1 MINUTES OF 106TH ANNUAL GENERAL MEETING *

Circular Head Council/West Coast Council

That the Minutes of the 106th Annual General Meeting, held 25 July 2018 be confirmed.

Carried

The Minutes of the 106th Annual General Meeting of the Local Government Association of Tasmania, held in Hobart on 25 July 2018, as circulated, are submitted for confirmation.

The Minutes are at **Attachment to Item 1.**

2 PRESIDENT'S REPORT

Mayor Doug Chipman/Break O'Day Council

That the President's report be received.

Carried

I am pleased to be able to present my Annual Report on the activities and achievements of LGAT over the last twelve months. This is my last as your President and it seems fitting, at this point, to congratulate Mayor Christina Holmdahl from West Tamar Council, who has been elected as the new President of our Association.

As always it seems it has been a very busy year! I am very grateful for the support of the General Management Committee and I would like to take a moment to acknowledge and thank them, particularly with some of moving on:

- Vice President Mayor Daryl Quilliam from Circular Head Council who has been re-elected to represent the NW municipalities with a population below 20,000;
- The former Lord Mayor of Hobart, Mr Ron Christie, and the most recently elected Lord Mayor, Councillor Anna Reynolds. Anna remains ex-officio a member of GMC;
- Councillor and former Mayor Tony Bisdee, Southern Midlands Council, to be replaced by Mayor Ben Shaw from Derwent Valley;
- Mayor Christina Holmdahl. Christine has been re-elected, but given her election as President, a by-election will need to be held for a Representative from the northern municipalities with a population greater than 20,000;
- Mayor Jan Bonde from Central Coast Council, to be replaced by Mayor Annette Rockliff from Devonport City Council;
- Mayor Mick Tucker, Break O Day Council who has been re-elected, and
- Alderman Heather Chong from Clarence, to be replaced by Alderman Brendan Blomeley, also from Clarence.

I especially want to thank Vice-President Daryl Quilliam for his outstanding support, and for the times he has acted as President in my occasional absence.

So thank you to all, and congratulations to those recently elected for the first time and re-elected. I wish the new President and members of the General Management Committee all the best and thank them in advance for their commitment to LGAT and hence all Tasmanian councils.

The first half of 2018-19 was dominated by preparation for the 2018 Local Government Elections. Following statewide candidate information sessions held in June and a TV campaign encouraging new candidates, LGAT developed a suite of web-based resources for new councillors including videos and presentations on key elements of the role. LGAT also conducted a media campaign encouraging people to vote in Local Government Elections encompassing traditional and social media.

It was fantastic to see such strong community engagement in the 2018 Local Government elections. A record 481 candidates stood for election, 34% of those women and the voter response rate was the highest since 1996. This significant turnover of elected members ushered in an exciting period of renewal for many councils.

The commencement of the State Government's "roots and branches" Review of the Local Government Act 1993 began a process of building a modern legislative framework for councils to work within. Local Government holds a strong advocacy stance in the Governance structure with the LGAT CEO, former Tasman Mayor Roseanne Heyward and former Meander Valley General Manager Greg Preece on the Steering Committee.

The Project Reference Group also saw strong Local Government representation and as a member of that Group I can be reassured by the effective process undertaken to engage diverse stakeholders in identifying possible ways forward.

We now await the release of a draft Directions Paper and further consultation and I am sure the Minister will talk more on that.

In early 2019 LGAT released our State Budget Priority Statement. Our statement stressed the critical role councils play as place shapers and as essential partners to creating liveable places. It also reiterated that as the level of government closest to communities, Local Government is best placed to work collaboratively with the State in implementing its policy agenda and ultimately improving community outcomes. However, to do this, Local Government requires appropriate funding.

The message was replicated at the national level, where LGAT supported the recent national campaign of the Australian Local Government Association in the lead up to the 2019 Federal Election.

As the State Budget was handed down, LGAT welcomed the allocation for additional resources for the Government's planning agenda. The creation of a State Planning Policy Unit will enable the critical missing pieces of our planning system to finally be put in place, following years of work by councils in progressing the planning reform agenda.

It was disappointing to see no new funding for waste management and resource recovery announced as part of the State Budget, something our sector has been advocating strongly for a long time. However, as you know, in recent weeks we were able to applaud the announcement of a Container Refund Scheme and the commitment to progressing the long-awaited State Waste Action Plan by the end of June. LGAT continue to lobby the State on the myriad of waste issues facing Tasmania, where Local Government has already been leading the way.

The delivery of strong advocacy for our sector is multi-faceted. Under the capable leadership of the CEO Katrena Stephenson and LGAT's Policy Director, Dion Lester, the policy team have prosecuted solid agendas around issues including, housing affordability, heavy vehicles, electricity pricing, emergency management and much more, as well as planning and waste management.

Other highlights this year include:

- Completing the feasibility study into statewide waste management arrangements.
- Completing the statewide community satisfaction survey.

- Successful advocacy to the Australian Energy Regulator on public lighting pricing which has resulted in estimated savings of over \$7million for the sector.
- Agreement on collaboration between LGAT, UTAS, the Department of Health and the EPA to address training, attraction and retention of Environmental Health Officers in Tasmanian councils.
- Providing a range of resources for councils under the Health and Wellbeing Project, including model health and wellbeing plans, and videos about playground and PlaySpace builds.
- We have also started a series of conversations about the future of the sector under the banner of 21st Century Councils. Hopefully many of you will engage further as we continue that project.

The range of procurement opportunities for Councils has grown considerably under LGAT's subscription to the National Procurement Network. Councils have spent over \$11 million on contracts or panels over 12 months and we estimate savings to the sector of \$1.11 million during 2018-19. When electricity savings from the whole of sector approach to street lighting contracts are also considered, the sectoral savings are about \$2m, compared to our subscriptions of \$1.245M. In a nutshell, our members can make a profit out of their LGAT membership.

In 2018/2019 LGAT again delivered a strong program of events, training and professional development. To support newly elected Members, LGAT has delivered training and professional development including Local Government 101, and Planning Authority and Audit Panel Training. We also implemented for the first time, the Peer Advisor Program for newly elected councillors which was well received.

Opportunities for all members and staff included our Annual Conference, Elected Member Weekend, Mayors' Professional Development and regional breakfasts. In addition, a number of specialized sessions were delivered including Engaging Champions, Local Government Procurement Training, Results Based Accountability and Performance Measurement.

Earlier in the year I was proud to be part of the inaugural Joint Sector International Women's Day Luncheon and Awards for Excellence. LGAT joined with the Tasmanian Council of Social Service and the State Government to sponsor excellence in leadership for women across all three sectors. The keynote address was delivered by Her Excellency Professor the Honourable Kate Warner AC with over 300 guests attending.

Very soon, the new President and GMC will be reviewing LGAT's focus for the next twelve months, but some priorities are already emerging. These include -

- Advocacy to ensure equitable rating outcomes particularly as relate to charitable exemptions;
- The next stage of the review of Local Government legislative framework;
- Further strategic statewide leadership on waste;
- Expanding engagement with councillors and communities as part of the 21st Century;
- Further support and advocacy on planning reforms including on the Tasmanian Planning Policies and review of residential provisions; and

- Development of a digital transformation roadmap for Tasmanian councils

I think you would agree, there is plenty to keep the LGAT team busy.

I would like to conclude with some thankyou's.

Firstly, I would like to thank and acknowledge the hard work and strong outcomes delivered by every single staff member at LGAT. For a small team of only 12 staff and only 9.6 Full Time Equivalents, I think LGAT consistently delivers high quality advocacy and services for Members. I would like to thank all LGAT staff for their support over my term as President and for their commitment shown on a daily basis to supporting our sector.

I have been extremely honored to have served the sector as President for the past almost four, at times challenging, years. I am proud of our achievements under my watch, most notably the successful negotiation of a win-win outcome on TasWater and for the sector getting onto the front foot in regard to waste management and Local Government reform. I thank the General Management Committee and LGAT Staff for their unwavering support and assistance through my two terms.

While stepping down from my role with LGAT, I am still committed to Local Government as Mayor of the City of Clarence and as Chief Owner Representative for Taswater. I have also recently been appointed Deputy Chair of RDA (Tas) and look forward to strengthening the links between all three levels of Government.

So, finally, to you as members and stakeholders, thank you for your passion and commitment to the cause of Local Government in Tasmania. Local Government is always exciting, always challenging, never boring. Together we can and do make a huge contribution towards improving the health and well-being of all Tasmanians.

| |
|-----------------------------------------------------|
| Clarence City Council/Devonport City Council |
|-----------------------------------------------------|

| |
|----------------------------------------------------------------------------------------------------------|
| That the Financial Statements for the period 1 July 2017 to 30 June 2018 be received and adopted. |
|----------------------------------------------------------------------------------------------------------|

| |
|----------------|
| Carried |
|----------------|

The General Management Committee recommends consideration and adoption of the Association's Financial Statements for the period 1 July 2017 to 30 June 2018, an abridged version of which are included at **Attachment to Item 3**.

A full version is available from the Association's offices on request.

A copy of the Association's Profit and Loss report for the period 1 July 2018 to 23 May 2019 is also included at **Attachment to Item 3** to provide members with an indication of the current financial position of the Association.

At the time of preparation of this report five weeks remained to the end of the financial year with year-end adjustments also pending. It is anticipated that there will be an unanticipated surplus (approximately \$190,000) with items below being of note –

- TV advertising funds have not been fully expended and will be carried forward. This has resulted in no call being made on Members for the 2019-20 financial year.
- Additional workshops and training events held during the year, along with new sponsorship arrangements for some of these sessions, saw an increase in overall event income. Additional sessions were largely targeted at newly Elected Member's post-election but, there were also other new offerings including Playground Forums, Audit Panels and an inaugural International Women's Day Luncheon held in conjunction with TasCoss and DPAC.
- There were several staff changes during the year with vacancies during the recruitment periods. This meant a full year was not worked in all positions, resulting in a reduction in overall wages and superannuation expenditure.
- New, one off funding was received in relation to assistance and support for the National Skills Plan Project.
- General under expenditure in areas such as consultants' fees and staff training also contributed to the surplus.

Clarence City Council/Central Coast Council

That the Meeting endorse the adoption of the Budget and Subscriptions as presented.

Carried

Budget

- Some significant expenditure items from 2017-18 and 2018-19 are not carried forward in this budget (for example, the community satisfaction survey, advertising and the peer advisor program) and this means, despite appropriate indexation of wages and superannuation (see later dot point) it is anticipated that overall expenditure, excluding advertising funding, will not increase significantly and that overall subscriptions will remain the same (refer below). A new expense item has been introduced to account for the work on Charitable Rating or similar projects. This has been labelled Special Projects – Charitable Rates.
- There will be no call on Members for advertising funds this year. TV advertising has always been accounted for separately to general subscriptions so that no call would be made unless there was a significant program intent.
- Staff outputs and productivity continue to be high and therefore in line with most council EBAs a 2.5% pay increase has been budgeted for across all second year plus staff. Staff in their first year receive a post probation period increment as per their contracts. It should be noted that our two newest recruits are both on two-year contracts (aligned with DHHS funding for ½ a position) and we will revisit the staff requirements at the end of their employment period.
- It should also be noted that we are at a turning point in relation to procurement activities and so we have factored in additional staff time of 7.5 hours a fortnight to allow for closer work with vendors, as well as councils, to allow continued participation in the NPN and the increasing range of contracts/tenders being progressed. One year will be sufficient time to test whether this additional investment reaps benefits for councils.
- LGAT has traditionally paid superannuation above statutory requirements as a mechanism for recruitment and in recognition that we are unable to be highly competitive on salaries. Over time, as the base superannuation percentage has increased, the differential has decreased. This budget provides for a 0.5% increase in superannuation payments in order to maintain competitive advantage, noting the intent to match the increases in the superannuation guarantee over time.
- We have continued to focus on generating our own income and while it remains a relatively small component as compared to subscriptions, it is increasing. A further small but steady increase in income is predicted in relation to our events and commissions.

- Based on 2018-19 financials a small decline in conference registration income but increase in sponsorship and trade income has been contemplated.

The following minor adjustments have also been made:

- A reduction in expense item - Consultants Fees, as some of this expenditure item allows for LGAT to deal with emerging issues, like charitable rates, which has been budgeted for separately.
- An increase in expense item - Public Liability Insurance in line with anticipated market impacts.
- An increase in expense item – Software, which now captures software subscriptions and a corresponding decrease in expense item - Subscriptions. The nature of software purchase models has changed and this will allow us to more accurately reflect such costs.
- An increase in expense item - President Travel, recognising that with an incoming President there will likely be increased intrastate travel costs in the first year, related to council visits.
- With the appointment of a new Launceston based EO for LG Professionals, LG Professionals have given notice they will no longer require rental of the LGAT office.
- Interest rates remain low and projected interest earnings reflect that this is unlikely to change in this financial year.
- We will be undertaking a limited refurbishment of LGAT toilets and bathrooms but as this is an asset renewal it does not go through the budget but is instead funded through our building reserves. There is no significant maintenance anticipated this year.
- The budget anticipates a net result of \$1,616.

Subscriptions

This is the second year of applying our new subscription formula agreed at the 2017 AGM. That formula comprises a flat fee of 40 per cent and population and revenue fees of 30 per cent each, 8 revenue categories and 8 population categories and a 10 per cent collar and cap.

Six councils have moved categories, as a consequence of either population or revenue changes. Derwent Valley, George Town, Glenorchy City and Tasman have all moved up a Category, Sorell has moved up two Categories and West Coast has moved down a Category. The consequence of category movement as well as initial significant use of caps and collars in the first year of transition, means that despite an overall subscription decrease, seven councils will see small increases in subscriptions (ranging from \$181 to \$1984).

As outlined above, there is no change to the overall subscriptions compared to last year and no call on members for advertising, representing a reduction of 4.29% in the call on Members.

A copy of the Budget and Subscriptions for the 2019/20 Financial Year are at **Attachment to Item 4**.

Incoming Presiding, Mayor Christina Holmdahl and Vice President, Mayor Daryl Quilliam left the room prior to discussion of Item 5.

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|------------------------------------------------------|
| 5 PRESIDENT AND VICE PRESIDENT HONORARIUMS |
|------------------------------------------------------|

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|----------------------------------------------------|
| Huon Valley Council/Waratah Wynyard Council |
|----------------------------------------------------|

| |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| That the President's and Vice President's allowance for the period 1 July 2019 to 30 June 2020 be adjusted in accordance with the movement in the Wages Price Index. |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| |
|----------------|
| Carried |
|----------------|

The Rules of the Association provide that the Annual General Meeting will grant an annual allowance to the President and Vice President.

In the past an independent review of allowances was undertaken in the same financial year as the review of allowances for Local Government Elected Members, with the last review undertaken in 2009. The result of that review was to retain the basis of the present allowances unchanged for the two positions with movements to be in conjunction with the wages price index. This brought the escalation factor for allowances in line with Elected Member allowances across councils.

The escalation factor used for elected member allowances remains the wages price index and it is deemed appropriate that the President and Vice President Honorariums continue to escalate on the same basis.

The resultant application of the wages price index has meant allowances for 2018/19 were:

- President allowance \$48,393 per annum.
- Vice President allowance \$12,098 per annum.

GMC sitting fees will also be adjusted by the wages price index.

Central Coast Council/Southern Midlands Council

That the Meeting agree to change the LGAT Rules to enable the outgoing President to Chair both the Annual General Meeting and General Meeting attached to the LGAT Conference, prior to the incoming President taking up the reins.

Carried

Background

At the March 2019 General Meeting, Members agreed in principle to the rule change and its application at the July AGM/General Meeting ahead of a formal vote on the change.

At the December 2018 GMC meeting there was discussion around how to enable free participation at the LGAT AGM while still charging, as appropriate for participation at the adjacent General Meeting which comes at some considerable cost to LGAT (room hire, AV, catering). The cost of General Meetings has always been borne by Members on an attendance basis.

One of the difficulties of having the AGM at a set time is that in an election year, the AGM is held after the General Meeting as under the LGAT Rules the incoming President takes up the role at the conclusion of the AGM. It would be unfair to expect a new President to chair the biggest meeting of the year as their first duty.

Section 27 of the LGAT Rules (as adopted July 2018) is as follows:

- a. Subject to Rule 27(d), the President shall take up office at the conclusion of the Annual General Meeting following his or her election and shall hold office for a two year term concluding at the end of the relevant Annual General Meeting.*

Note that 27(d) relates to an election where the President has vacated office for whatever reason.

The rule could be amended as follows:

- a. Subject to Rule 27(d), The President shall take up office at the conclusion of the combined Annual General Meeting and General Meeting which immediately precede the LGAT Conference and*

Changing the rules to allow for chairing both meetings means that the AGM could be held first at a clearly advertised time with attendance at no cost (and no significant impact on costs/catering). Subsequently, those who have not registered and paid for the July General Meeting could be asked to leave at the conclusion of the AGM. It makes the AGM more accessible but not at a cost borne by delegates attending the General Meeting/Conference.

While technically the rule could not be changed until this AGM, by securing agreement in principle in March, LGAT minimised any risk of foreshadowing the change in the conference registration forms.

Budget Impact

Minimal impact.

Current Policy

Currently attendance at the AGM is captured as part of the paid registration for the General Meeting.

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| 7 LGAT ANNUAL PLAN * |
|-----------------------------|

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|--------------------------------------------------------|
| <p>Tasman Council/Central Highlands Council</p> |
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|--------------------------------------------------------------------------|
| <p>That Members note the report against the LGAT Annual Plan.</p> |
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|-----------------------|
| <p>Carried</p> |
|-----------------------|

Background

At **Attachment to Item 7** is a report against the LGAT Annual Plan for consideration.

Budget Implications.

Within current budget.

Central Coast Council/Clarence City Council

That Members note the proposed 2019-20 priorities for the LGAT Strategic Plan and that they are invited to provide feedback to LGAT staff or Members of the General Management Committee.

Carried

Background Comment:

In early 2017 LGAT developed a new strategic plan for the 2017 – 2020 period. The Strategic Plan contains:

1. A long-term Vision of success for LGAT – *“Vibrant Tasmanian communities”*;
2. LGATs Central Purpose – *“Help Tasmanian Councils to be the best they can be for their communities”*;
3. Our Core Functions (from the Local Government Act);
4. Five proposed Key Focus Areas, which are -
 - a. *Facilitating change across Local Government*;
 - b. *Building Local Government’s reputation*;
 - c. *Fostering collaboration*;
 - d. *Promoting financial sustainability*; and
 - e. *Underpinning Local Government capacity and capability to deliver*.
5. Key performance indicators for each focus area;
6. A short-list of critical priorities for the next twelve months that fulfil our core Purpose and address our Key Focus Areas; and
7. The values LGAT will strive to be known by.

The short list of critical priorities for the 2019 – 20 period require updating in light of the completion of a number of them as well as a changing context. The following draft priorities will be subject to a strategic planning workshop with the newly elected GMC early in the 2019/20 financial year. Once the priorities are signed off by the GMC the Annual Work Plan for the 2019–20 period will be developed.

Attachment to Item 8 contains a draft updated Strategic Plan. Four new priorities areas are proposed by LGAT staff for 2019-20 and are listed below (the numbers represent how they are listed in the Strategic Plan):

4. Deliver the 21st Century Councils Project.
5. Work with councils and stakeholders to address identified workforce capacity gaps.
6. Deliver the Community Health and Wellbeing Project.
8. Deliver equitable rating outcomes through securing legislative amendments

Items 4, 6 and 8 represent LGAT led projects currently underway that are expected to require significant resources over the next 12 – 18 months and all are discussed in other items in the General Meeting Agenda.

Item 5, Work with councils and stakeholders to address identified workforce capacity gaps, recognises the findings of the National and Tasmanian skills workforce reports (see the General Meeting Agenda item on these), the work LGAT is undertaking with others on Environmental Health Officers workforce issues and the support LGAT is providing the Economic Development Officers interest group.

These new priorities replace the following completed priorities from the 2018 – 19 year:

4. Further build sector resources and support, particularly for new Elected members (this work will continue, but is captured by priority 9 below);
5. Position the Tasmanian Local Government agenda in the federal election;
6. Further develop the financial and asset management in councils (this work will continue, but is captured by priority 9 below); and
8. Deliver a refreshed statewide community satisfaction survey.

The following priorities remain unaltered or have been slightly amended in the draft plan to reflect changes in the operating context or have been broadened (e.g. priority 9 below) to capture previous priorities:

1. Lead the waste management reform agenda;
2. Support the sector through the next stages of Local Government legislation reform;
3. Support councils in implementing the planning reform agenda;
7. Promote the good work of Local Government to the broader Community;
9. Deliver a range of high-quality training and events; and
10. Continue to expand the Procurement Program.

Budget Impact

Within current budget.

Current Policy

LGAT Strategic Plan 2017 - 2020

Circular Head Council/Kentish Council

- (a) That the reports from representatives on various bodies be received and noted.
- (b) That Members acknowledge the time and effort put in by all Association representatives on boards, working parties, advisory groups and committees etc.

Carried

Listed below are the bodies on which the Association had statutory representation in the 2018/2019 financial year.

Representatives on Bodies are requested to provide a report for Conference and are also requested to provide regular reports back to the Association during the year.

- **Animal Welfare Advisory Committee**
Clr Rob Churchill , Glamorgan Spring Bay
- **Community Review Committee - Threatened Species Protection Act 1995**
Nikki Den Exter, Kingborough Council
- **Family Violence Consultative Committee**
Mayor Mary Knowles OAM, Northern Midlands Council
- **LGAT Assist**
Mrs Jill Taylor
- **Local Government Board**
Mr Hadley Sides, former Chair (Acting)
- **State Fire Commission**
Chris Hughes, Break O'Day Council
- **State Fire Management Council**
Ms Melanie Kelly, Kingborough Council
- **State Grants Commission**
Mr Greg Preece and Mr Rodney Fraser
- **State Marine Pollution Committee**
Mr Andrew Brown, Clarence City Council
- **Tasmanian Heritage Council**
Ms Danielle Gray, Kingborough Council; Ald Robin McKendrick, City of Launceston
- **Tasmanian Library Advisory Board**
Ald Tanya Denison, City of Hobart, Clr Dick Adams, Northern Midlands Council; Jackie Merchant, Central Coast Council; Ald Simon Fraser, Glenorchy City Council
- **Tasmanian Planning Commission**
Mr Michael Stretton, Launceston City Council
- **Tasmanian Suicide Prevention Committee**
Mayor Annette Rockliff, Devonport City Council

The reports received for presentation are at **Attachment to Item 9.**

10 CLOSURE

There being no further business, President Mayor Doug Chipman declared the meeting closed at 11.29am.

Item 1

Total Responses: 52

1 Confirmation of Minutes

Circular Head Council/West Coast Council

That the Minutes of the 106th Annual General Meeting, held 25 July 2018 be confirmed.

1. For 51
2. Against 1
3. Abstain 0



1 Confirmation of Minutes

Circular Head Council/West Coast Council

That the Minutes of the 106th Annual General Meeting, held 25 July 2018 be confirmed.

1. For 51
2. Against 1
3. Abstain 0



| Participant | Response | Weight |
|---------------------------------|---------------|--------|
| Break O'Day Council 1 | For | 1 |
| Brighton Council 2 | [No Response] | 2 |
| Burnie City Council 3 | For | 2 |
| Central Coast Council 4 | For | 3 |
| Central Highlands Council 5 | For | 1 |
| Circular Head Council 6 | For | 1 |
| Clarence City Council 7 | For | 4 |
| Derwent Valley Council 8 | [No Response] | 2 |
| Devonport City Council 9 | For | 3 |
| Dorset Council 10 | For | 1 |
| Flinders Council 11 | For | 1 |
| George Town Council 12 | For | 1 |
| Glamorgan/Spring Bay Council 13 | [No Response] | 1 |
| Glenorchy City Council 14 | For | 4 |
| Hobart City Council 15 | For | 4 |
| Huon Valley Council 16 | For | 2 |
| Kentish Council 17 | For | 1 |
| Kingborough Council 18 | For | 3 |
| King Island Council 19 | [No Response] | 1 |
| Latrobe Council 20 | For | 2 |
| Launceston City Council 21 | For | 4 |
| Meander Valley Council 22 | For | 2 |

| | | |
|------------------------------|---------|---|
| Northern Midlands Council 23 | For | 2 |
| Sorell Council 24 | For | 2 |
| Southern Midlands Council 25 | For | 1 |
| Tasman Council 26 | For | 1 |
| Waratah - Wynyard Council 27 | For | 2 |
| West Coast Council 28 | Against | 1 |
| West Tamar Council 29 | For | 3 |

Item 2

Total Responses: 50

2 President's Report
President Mayor Doug Chipman/ Break O'Day Council
That the President's report be received.

1. For ☒ 50
2. Against ☐
3. Abstain ☐



2 President's Report
President Mayor Doug Chipman/ Break O'Day Council
That the President's report be received.

1. For ☒ 50
2. Against ☐
3. Abstain ☐



| Participant | Response | Weight |
|---------------------------------|---------------|--------|
| Break O'Day Council 1 | For | 1 |
| Brighton Council 2 | [No Response] | 2 |
| Burnie City Council 3 | For | 2 |
| Central Coast Council 4 | For | 3 |
| Central Highlands Council 5 | For | 1 |
| Circular Head Council 6 | For | 1 |
| Clarence City Council 7 | For | 4 |
| Derwent Valley Council 8 | For | 2 |
| Devonport City Council 9 | For | 3 |
| Dorset Council 10 | For | 1 |
| Flinders Council 11 | For | 1 |
| George Town Council 12 | [No Response] | 1 |
| Glamorgan/Spring Bay Council 13 | [No Response] | 1 |
| Glenorchy City Council 14 | For | 4 |
| Hobart City Council 15 | For | 4 |
| Huon Valley Council 16 | For | 2 |
| Kentish Council 17 | For | 1 |
| Kingborough Council 18 | For | 3 |
| King Island Council 19 | [No Response] | 1 |
| Latrobe Council 20 | [No Response] | 2 |
| Launceston City Council 21 | For | 4 |
| Meander Valley Council 22 | For | 2 |

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|------------------------------|---------------|---|
| Northern Midlands Council 23 | For | 2 |
| Sorell Council 24 | For | 2 |
| Southern Midlands Council 25 | [No Response] | 1 |
| Tasman Council 26 | For | 1 |
| Waratah - Wynyard Council 27 | For | 2 |
| West Coast Council 28 | For | 1 |
| West Tamar Council 29 | For | 3 |

Item 3

Total Responses: 51

3 Financial Statements to 30 June 2018

Clarence City Council/Devonport City Council

That the Financial Statements for the period 1 July 2017 to 30 June 2018 be received and adopted.

1. For 51
2. Against 0
3. Abstain 0



3 Financial Statements to 30 June 2018

Clarence City Council/Devonport City Council

That the Financial Statements for the period 1 July 2017 to 30 June 2018 be received and adopted.

1. For 51
2. Against 0
3. Abstain 0



| Participant | Response | Weight |
|---------------------------------|---------------|--------|
| Break O'Day Council 1 | For | 1 |
| Brighton Council 2 | [No Response] | 2 |
| Burnie City Council 3 | For | 2 |
| Central Coast Council 4 | For | 3 |
| Central Highlands Council 5 | For | 1 |
| Circular Head Council 6 | For | 1 |
| Clarence City Council 7 | For | 4 |
| Derwent Valley Council 8 | For | 2 |
| Devonport City Council 9 | For | 3 |
| Dorset Council 10 | For | 1 |
| Flinders Council 11 | For | 1 |
| George Town Council 12 | For | 1 |
| Glamorgan/Spring Bay Council 13 | [No Response] | 1 |
| Glenorchy City Council 14 | For | 4 |
| Hobart City Council 15 | For | 4 |
| Huon Valley Council 16 | For | 2 |
| Kentish Council 17 | For | 1 |
| Kingborough Council 18 | [No Response] | 3 |
| King Island Council 19 | [No Response] | 1 |
| Latrobe Council 20 | For | 2 |
| Launceston City Council 21 | For | 4 |
| Meander Valley Council 22 | For | 2 |

| | | |
|------------------------------|-----|---|
| Northern Midlands Council 23 | For | 2 |
| Sorell Council 24 | For | 2 |
| Southern Midlands Council 25 | For | 1 |
| Tasman Council 26 | For | 1 |
| Waratah - Wynyard Council 27 | For | 2 |
| West Coast Council 28 | For | 1 |
| West Tamar Council 29 | For | 3 |

Item 4

Total Responses: 52



| Participant | Response | Weight |
|---------------------------------|---------------|--------|
| Break O'Day Council 1 | For | 1 |
| Brighton Council 2 | [No Response] | 2 |
| Burnie City Council 3 | Against | 2 |
| Central Coast Council 4 | For | 3 |
| Central Highlands Council 5 | [No Response] | 1 |
| Circular Head Council 6 | For | 1 |
| Clarence City Council 7 | For | 4 |
| Derwent Valley Council 8 | For | 2 |
| Devonport City Council 9 | For | 3 |
| Dorset Council 10 | Against | 1 |
| Flinders Council 11 | Against | 1 |
| George Town Council 12 | [No Response] | 1 |
| Glamorgan/Spring Bay Council 13 | [No Response] | 1 |
| Glenorchy City Council 14 | For | 4 |
| Hobart City Council 15 | For | 4 |
| Huon Valley Council 16 | For | 2 |
| Kentish Council 17 | For | 1 |
| Kingborough Council 18 | For | 3 |
| King Island Council 19 | [No Response] | 1 |
| Latrobe Council 20 | For | 2 |
| Launceston City Council 21 | For | 4 |
| Meander Valley Council 22 | For | 2 |

| | | |
|------------------------------|-----|---|
| Northern Midlands Council 23 | For | 2 |
| Sorell Council 24 | For | 2 |
| Southern Midlands Council 25 | For | 1 |
| Tasman Council 26 | For | 1 |
| Waratah - Wynyard Council 27 | For | 2 |
| West Coast Council 28 | For | 1 |
| West Tamar Council 29 | For | 3 |

Item 5

Total Responses: 47

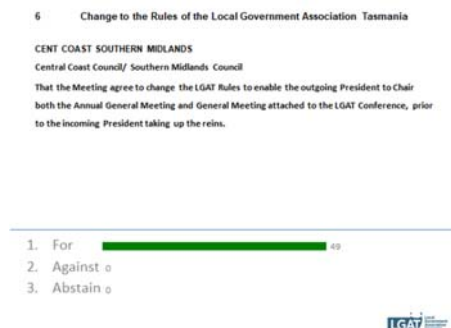
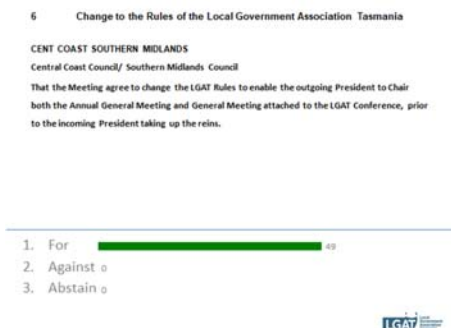


| Participant | Response | Weight |
|---------------------------------|---------------|--------|
| Break O'Day Council 1 | For | 1 |
| Brighton Council 2 | [No Response] | 2 |
| Burnie City Council 3 | For | 2 |
| Central Coast Council 4 | For | 3 |
| Central Highlands Council 5 | For | 1 |
| Circular Head Council 6 | For | 1 |
| Clarence City Council 7 | For | 4 |
| Derwent Valley Council 8 | For | 2 |
| Devonport City Council 9 | [No Response] | 3 |
| Dorset Council 10 | For | 1 |
| Flinders Council 11 | For | 1 |
| George Town Council 12 | [No Response] | 1 |
| Glamorgan/Spring Bay Council 13 | [No Response] | 1 |
| Glenorchy City Council 14 | For | 4 |
| Hobart City Council 15 | For | 4 |
| Huon Valley Council 16 | For | 2 |
| Kentish Council 17 | For | 1 |
| Kingborough Council 18 | [No Response] | 3 |
| King Island Council 19 | [No Response] | 1 |
| Latrobe Council 20 | For | 2 |
| Launceston City Council 21 | For | 4 |
| Meander Valley Council 22 | For | 2 |

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|------------------------------|-----|---|
| Northern Midlands Council 23 | For | 2 |
| Sorell Council 24 | For | 2 |
| Southern Midlands Council 25 | For | 1 |
| Tasman Council 26 | For | 1 |
| Waratah - Wynyard Council 27 | For | 2 |
| West Coast Council 28 | For | 1 |
| West Tamar Council 29 | For | 3 |

Item 6

Total Responses: 49



| Participant | Response | Weight |
|---------------------------------|---------------|--------|
| Break O'Day Council 1 | For | 1 |
| Brighton Council 2 | [No Response] | 2 |
| Burnie City Council 3 | For | 2 |
| Central Coast Council 4 | For | 3 |
| Central Highlands Council 5 | For | 1 |
| Circular Head Council 6 | For | 1 |
| Clarence City Council 7 | For | 4 |
| Derwent Valley Council 8 | [No Response] | 2 |
| Devonport City Council 9 | For | 3 |
| Dorset Council 10 | For | 1 |
| Flinders Council 11 | For | 1 |
| George Town Council 12 | For | 1 |
| Glamorgan/Spring Bay Council 13 | [No Response] | 1 |
| Glenorchy City Council 14 | For | 4 |
| Hobart City Council 15 | For | 4 |
| Huon Valley Council 16 | For | 2 |
| Kentish Council 17 | For | 1 |
| Kingborough Council 18 | For | 3 |
| King Island Council 19 | [No Response] | 1 |
| Latrobe Council 20 | For | 2 |
| Launceston City Council 21 | For | 4 |
| Meander Valley Council 22 | For | 2 |

| | | |
|------------------------------|---------------|---|
| Northern Midlands Council 23 | For | 2 |
| Sorell Council 24 | For | 2 |
| Southern Midlands Council 25 | For | 1 |
| Tasman Council 26 | For | 1 |
| Waratah - Wynyard Council 27 | For | 2 |
| West Coast Council 28 | For | 1 |
| West Tamar Council 29 | [No Response] | 3 |

Item 7

Total Responses: 48



| Participant | Response | Weight |
|---------------------------------|---------------|--------|
| Break O'Day Council 1 | For | 1 |
| Brighton Council 2 | [No Response] | 2 |
| Burnie City Council 3 | For | 2 |
| Central Coast Council 4 | For | 3 |
| Central Highlands Council 5 | For | 1 |
| Circular Head Council 6 | For | 1 |
| Clarence City Council 7 | For | 4 |
| Derwent Valley Council 8 | For | 2 |
| Devonport City Council 9 | For | 3 |
| Dorset Council 10 | For | 1 |
| Flinders Council 11 | For | 1 |
| George Town Council 12 | [No Response] | 1 |
| Glamorgan/Spring Bay Council 13 | [No Response] | 1 |
| Glenorchy City Council 14 | For | 4 |
| Hobart City Council 15 | For | 4 |
| Huon Valley Council 16 | For | 2 |
| Kentish Council 17 | For | 1 |
| Kingborough Council 18 | [No Response] | 3 |
| King Island Council 19 | [No Response] | 1 |
| Latrobe Council 20 | For | 2 |
| Launceston City Council 21 | For | 4 |
| Meander Valley Council 22 | For | 2 |

| | | |
|------------------------------|---------------|---|
| Northern Midlands Council 23 | For | 2 |
| Sorell Council 24 | For | 2 |
| Southern Midlands Council 25 | For | 1 |
| Tasman Council 26 | For | 1 |
| Waratah - Wynyard Council 27 | [No Response] | 2 |
| West Coast Council 28 | For | 1 |
| West Tamar Council 29 | For | 3 |

Item 8

Total Responses: 54

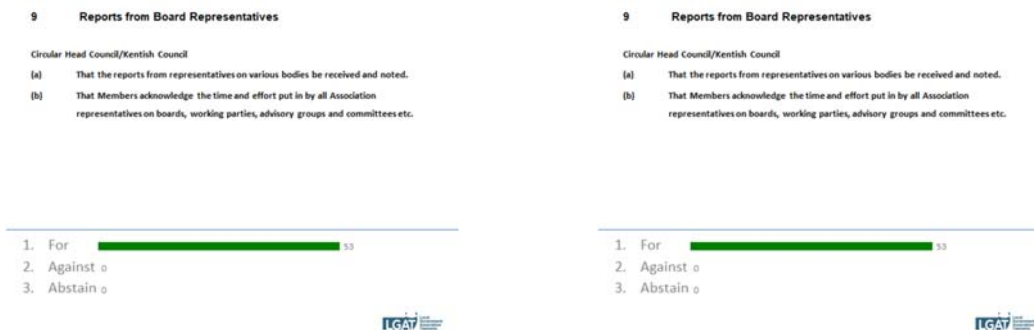


| Participant | Response | Weight |
|---------------------------------|---------------|--------|
| Break O'Day Council 1 | For | 1 |
| Brighton Council 2 | [No Response] | 2 |
| Burnie City Council 3 | For | 2 |
| Central Coast Council 4 | For | 3 |
| Central Highlands Council 5 | For | 1 |
| Circular Head Council 6 | For | 1 |
| Clarence City Council 7 | For | 4 |
| Derwent Valley Council 8 | For | 2 |
| Devonport City Council 9 | For | 3 |
| Dorset Council 10 | For | 1 |
| Flinders Council 11 | For | 1 |
| George Town Council 12 | For | 1 |
| Glamorgan/Spring Bay Council 13 | [No Response] | 1 |
| Glenorchy City Council 14 | For | 4 |
| Hobart City Council 15 | For | 4 |
| Huon Valley Council 16 | For | 2 |
| Kentish Council 17 | For | 1 |
| Kingborough Council 18 | For | 3 |
| King Island Council 19 | [No Response] | 1 |
| Latrobe Council 20 | For | 2 |
| Launceston City Council 21 | For | 4 |
| Meander Valley Council 22 | For | 2 |

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|------------------------------|-----|---|
| Northern Midlands Council 23 | For | 2 |
| Sorell Council 24 | For | 2 |
| Southern Midlands Council 25 | For | 1 |
| Tasman Council 26 | For | 1 |
| Waratah - Wynyard Council 27 | For | 2 |
| West Coast Council 28 | For | 1 |
| West Tamar Council 29 | For | 3 |

Item 9

Total Responses: 53



| Participant | Response | Weight |
|---------------------------------|---------------|--------|
| Break O'Day Council 1 | For | 1 |
| Brighton Council 2 | [No Response] | 2 |
| Burnie City Council 3 | For | 2 |
| Central Coast Council 4 | For | 3 |
| Central Highlands Council 5 | For | 1 |
| Circular Head Council 6 | For | 1 |
| Clarence City Council 7 | For | 4 |
| Derwent Valley Council 8 | For | 2 |
| Devonport City Council 9 | For | 3 |
| Dorset Council 10 | For | 1 |
| Flinders Council 11 | For | 1 |
| George Town Council 12 | [No Response] | 1 |
| Glamorgan/Spring Bay Council 13 | [No Response] | 1 |
| Glenorchy City Council 14 | For | 4 |
| Hobart City Council 15 | For | 4 |
| Huon Valley Council 16 | For | 2 |
| Kentish Council 17 | For | 1 |
| Kingborough Council 18 | For | 3 |
| King Island Council 19 | [No Response] | 1 |
| Latrobe Council 20 | For | 2 |
| Launceston City Council 21 | For | 4 |
| Meander Valley Council 22 | For | 2 |

| | | |
|------------------------------|-----|---|
| Northern Midlands Council 23 | For | 2 |
| Sorell Council 24 | For | 2 |
| Southern Midlands Council 25 | For | 1 |
| Tasman Council 26 | For | 1 |
| Waratah - Wynyard Council 27 | For | 2 |
| West Coast Council 28 | For | 1 |
| West Tamar Council 29 | For | 3 |

LOCAL GOVERNMENT ASSOCIATION OF TASMANIA

Statement of Financial Position as at 30 June 2019

| | Note | Assist 2019 \$ | General 2019 \$ | Assist 2018 \$ | General 2018 \$ |
|--------------------------------------|------|----------------------|-----------------------|----------------------|-----------------------|
| Assets | | | | | |
| Current assets | | | | | |
| Cash and cash equivalents | 3 | 810,871 | 1,015,711 | 775,593 | 747,733 |
| Trade and other receivables | 4 | - | 55,348 | - | 17,043 |
| Financial assets | 5 | 231,430 | 1,540,000 | 271,210 | 1,690,028 |
| Other assets | 6 | 5,195 | 107,046 | 4,908 | 102,399 |
| Total current assets | | 1,047,496 | 2,718,105 | 1,051,711 | 2,557,203 |
| Non-current assets | | | | | |
| Financial assets | 5 | 21,091 | 500,000 | 26,867 | 500,000 |
| Property, plant and equipment | 7 | - | 968,627 | - | 902,775 |
| Intangible assets | 8 | - | 7,132 | - | 5,696 |
| Total non-current assets | | 21,091 | 1,475,759 | 26,867 | 1,408,471 |
| Total assets | | 1,068,587 | 4,193,864 | 1,078,578 | 3,965,674 |
| Liabilities | | | | | |
| Current liabilities | | | | | |
| Trade and other payables | 9 | 7,872 | 348,521 | 6,328 | 275,843 |
| Unexpended grant income | 10 | - | 467,298 | - | 548,804 |
| Provisions | 11 | - | 193,786 | - | 157,012 |
| Total current liabilities | | 7,872 | 1,009,605 | 6,328 | 981,659 |
| Non-current liabilities | | | | | |
| Provisions | 11 | - | 43,339 | - | 24,911 |
| Total non-current liabilities | | - | 43,339 | - | 24,911 |
| Total liabilities | | 7,872 | 1,052,944 | 6,328 | 1,006,570 |
| Net Assets | | 1,060,715 | 3,140,920 | 1,072,250 | 2,959,104 |
| Equity | | | | | |
| Accumulated surplus | | 1,060,715 | 3,090,920 | 1,072,250 | 2,959,104 |
| Asset revaluation reserve | | - | 50,000 | - | - |
| Total Equity | | 1,060,715 | 3,140,920 | 1,072,250 | 2,959,104 |

The above statement should be read in conjunction with the accompanying notes.

Notes to the Financial Report
For the Year Ended 30 June 2019

| | General 2019 \$ | General Restated 2018 \$ |
|--------------------------------------------------------------------------------|-----------------------|-----------------------------------|
| Note 16 Detailed statement of general account - revenue and expenditure | | |
| Revenue | | |
| Government grants | 120,142 | 75,695 |
| Fees and commissions | 146,661 | 126,458 |
| Interest - general account | 67,649 | 64,068 |
| Interest - building proceeds | 2,197 | 2,107 |
| Interest - Government Grants | 2,699 | 3,053 |
| Surplus/(Deficit) on sale of plant and equipment | (510) | (115) |
| Sponsorship, Professional development | 386,669 | 268,854 |
| Subscriptions | 1,245,937 | 1,205,940 |
| Other subscriptions | 55,000 | 65,004 |
| Rentals | 4,275 | 4,457 |
| Community Satisfaction Survey | 28,350 | - |
| Waste Strategy | 65,774 | - |
| Other | 7,333 | - |
| | 2,132,176 | 1,815,521 |
| Expenditure | | |
| Advertising | 4,013 | 4,752 |
| Accommodation expenses | 2,487 | 656 |
| Accounts administration | 12,310 | 11,935 |
| ALGA | 123,443 | 120,260 |
| Amortisation - computer software | 2,549 | 3,523 |
| Annual conference | 147,471 | 146,053 |
| Auditors' remuneration | 14,820 | 14,250 |
| Catering | 1,954 | 4,534 |
| Cleaning | 12,001 | 9,108 |
| Consultancy fees | 52,952 | 26,329 |
| Council careers and skills shortage | 33,816 | 26,476 |
| Community Satisfaction Survey | 28,350 | - |
| Cost Recovery - grant administration | (47,345) | (45,939) |
| Depreciation - buildings | 8,125 | 12,228 |
| Depreciation - computers | 11,145 | 10,361 |
| Depreciation - motor vehicles | 19,402 | 12,387 |
| Depreciation - furniture and equipment | 1,730 | 2,035 |
| Division 43 Deduction | 46 | 1,526 |
| Fringe benefits tax | 12,480 | 12,786 |
| Land & buildings running costs | 3,717 | 1,984 |
| Insurance | 40,230 | 38,767 |
| Members emoluments | 66,677 | 63,719 |
| Motor Vehicle - running expenses | 8,375 | 7,383 |
| Motor Vehicle - repairs and maintenance | 1,748 | 3,859 |
| Network and internet | 8,663 | 14,519 |
| Other expenses | 13,530 | 11,527 |

Notes to the Financial Report For the Year Ended 30 June 2019

| | General 2019 \$ | General 2018 \$ |
|-----------------------------------------------------------------------------------------|-----------------------|-----------------------|
| Note 16 Detailed statement of general account - revenue and expenditure (cont'd) | | |
| Postage | 4,230 | 4,827 |
| Power | 8,818 | 9,435 |
| Printing and publications | 10,196 | 12,562 |
| Professional Development Activities | 77,338 | 25,447 |
| Rates and taxes | 12,933 | 12,626 |
| Rentals | 1,174 | 1,462 |
| Salaries, wages and employee benefits (incl. Grant Staff) | 971,406 | 859,813 |
| Software | 625 | 860 |
| Sponsorship | - | 2,241 |
| Stationery | 1,176 | 886 |
| Subscriptions - general account | 11,667 | 11,064 |
| Superannuation contribution (incl. Grant Staff) | 113,565 | 107,539 |
| Telephone | 16,698 | 17,744 |
| Travelling Expenses | 31,959 | 27,594 |
| Waste strategy | 52,367 | - |
| Government grants expenditure (excluding wages and superannuation): | | |
| HW | 13,007 | 13,214 |
| EDRes | - | 39,348 |
| DPAC - Good Governance | 4,000 | - |
| SES - Disaster Resilience | 3,400 | - |
| LG Reform | 45,500 | - |
| Liveable Communities | 9,587 | - |
| IT Strategies | 26,025 | 38,235 |
| Total expenses | 2,000,360 | 1,699,915 |
| Operating surplus/(deficit) - general account | 131,816 | 115,606 |

Charges incurred for the administration of both the LGAT Assist account and grant projects have been recharged to LGAT Assist or the specific project. The recovery of these costs is then shown as Cost Recovery so that the expenses on the General Account are more accurately reported.

Notes to the Financial Report
For the Year Ended 30 June 2019

| | Assist 2019 | Assist 2018 |
|------------------------------------------------------------------------------------|-----------------|-----------------|
| Note 17 Detailed statement of LGAT Assist account - revenue and expenditure | | |
| Revenue | | |
| Interest on Loans | 26,780 | 28,307 |
| Other Interest Revenue | 17,668 | 16,627 |
| Sponsorship | 4,545 | - |
| | <u>48,993</u> | <u>44,934</u> |
| Expenditure | | |
| LGAT Assist Accounts Administration | 38,563 | 38,232 |
| Auditors Remuneration | 4,940 | 3,500 |
| Bad Debts Written Off/(Recovered) | 3,449 | 4,755 |
| Donations and Research Projects | 10,000 | 11,250 |
| Grants to Members – Welfare | 3,500 | 7,000 |
| Other Expenses – Welfare | 76 | 113 |
| Total Expenses | <u>60,528</u> | <u>64,850</u> |
| Operating surplus/(deficit) – LGAT Assist | <u>(11,535)</u> | <u>(19,916)</u> |

Note 18 Commitments

At 30 June 2019 the Association had no outstanding commitments.

Note 19 Fair Value Measurements

The Association measures and recognises the following assets and liabilities at fair value on a recurring basis after initial recognition:

- Financial assets at fair value through profit or loss;
- Freehold land and buildings.

Fair value hierarchy

AASB13: *Fair Value Measurement* requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurements into one of three possible levels based on the lowest level that an input that is significant to measure can be categorised into as follows:

| | |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Level 1 | Measured based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date. |
| Level 2 | Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly. |
| Level 3 | Measurements based on unobservable inputs for the asset or liability. |

The following table provides the fair value of the Association's assets and liabilities measured and recognised on a recurring basis after initial recognition and their categorisation within the fair value hierarchy:

Notes to the Financial Report
For the Year Ended 30 June 2019

| Fair Value Measurements (cont'd) | Level 1 | Level 2 | Level 3 | Total |
|-----------------------------------------------------|------------|---------|---------|-----------|
| Financial assets: | 30/06/2019 | | | |
| Other financial assets | 2,040,000 | 267,571 | - | 2,307,571 |
| Total financial assets recognised as fair value | 2,040,000 | 267,571 | - | 2,307,571 |
| Non-financial assets: | | | | |
| Freehold land | - | 550,000 | - | 550,000 |
| Freehold buildings | - | 325,000 | - | 325,000 |
| Total non-financial assets recognised at fair value | - | 875,000 | - | 875,000 |
| Financial assets: | 30/06/2018 | | | |
| Other financial assets | 2,190,028 | 313,127 | - | 2,503,155 |
| Total financial assets recognised as fair value | 2,190,028 | 313,127 | - | 2,503,155 |
| Non-financial assets: | | | | |
| Freehold land and buildings | - | 825,000 | - | 825,000 |
| Total non-financial assets recognised at fair value | - | 825,000 | - | 825,000 |

Amounts disclosed do not include any amortisation, depreciation or impairment and are measured at gross fair value.

Note 20 Related Party Transactions

Key management personnel compensation

The totals of remuneration paid to two key management personnel (KMP) of the Association during the year are as follows:

| | 2019 | 2018 |
|--------------------------------|----------------|----------------|
| Short-term employment benefits | 331,444 | 325,682 |
| Post-employment benefits | 38,489 | 37,628 |
| Other long-term benefits | 16,653 | (5,637) |
| | <u>386,586</u> | <u>357,673</u> |

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the Association, directly or indirectly, excluding any committee member (whether executive or otherwise) of that entity, is considered key management personnel.

Committee members compensation

The totals of remuneration paid to committee members of the Association during the year are as follows:

| | 2019 | 2018 |
|--------------------------------|---------------|---------------|
| Short-term employment benefits | 61,592 | 63,719 |
| | <u>61,592</u> | <u>63,719</u> |

Any committee member (whether executive or otherwise) of that entity, is considered a committee member.

| Transactions with Related Parties | 2019 | 2018 |
|------------------------------------------------------------------------------------------------------------------------|----------|------------|
| <i>Purchase of goods and services</i> | | |
| Slick Promotions controlled by Lord Mayor Sue Hickey, a committee member provided advertising material during the year | - | 473 |
| | <u>-</u> | <u>473</u> |

Profit & Loss [Budget Analysis]

July 2019 To June 2020

| | | Selected Period | Budgeted | \$ Difference | % Difference |
|--------|--------------------------------|-----------------------|-----------------------|---------------------|---------------|
| 4-0000 | Income | | | | |
| 4-0500 | Annual Conf & Gen Sponsorship | \$141,154.58 | \$145,000.00 | -\$3,845.42 | (2.7)% |
| 4-0501 | Annual Conference - Rego's | \$116,120.51 | \$115,000.00 | \$1,120.51 | 1.0% |
| 4-1000 | Professional DMent Activities | \$54,705.47 | \$64,000.00 | -\$9,294.53 | (14.5)% |
| 4-1500 | Cost Recoveries | -\$488.12 | \$0.00 | -\$488.12 | NA |
| 4-1505 | Deposits Paid | -\$2,369.99 | \$0.00 | -\$2,369.99 | NA |
| 4-2000 | Fees & Commissions | \$138,414.53 | \$124,000.00 | \$14,414.53 | 11.6% |
| 4-3000 | Interest | \$36,557.24 | \$66,000.00 | -\$29,442.76 | (44.6)% |
| 4-3100 | Interest - building proceeds | \$1,159.48 | \$2,500.00 | -\$1,340.52 | (53.6)% |
| 4-5000 | Profit Sale on Plant/Equip. | -\$1,308.40 | \$0.00 | -\$1,308.40 | NA |
| 4-5600 | Waste Strategy | \$19,392.00 | \$0.00 | \$19,392.00 | NA |
| 4-6000 | Subscriptions | \$1,245,793.58 | \$1,245,937.00 | -\$143.42 | 0.0% |
| 4-6115 | Subs Comm Satisfaction Survey | \$12,000.00 | \$12,000.00 | \$0.00 | 0.0% |
| | Total Income | \$1,761,130.88 | \$1,774,437.00 | -\$13,306.12 | (0.7)% |
| | Gross Profit | \$1,761,130.88 | \$1,774,437.00 | -\$13,306.12 | (0.7)% |
| 6-0000 | Expenses | | | | |
| 6-1050 | Accomm exp - GMC | \$1,639.52 | \$3,000.00 | -\$1,360.48 | (45.3)% |
| 6-1100 | Accounts Administration | \$10,282.50 | \$15,500.00 | -\$5,217.50 | (33.7)% |
| 6-1200 | Advertising | \$5,835.84 | \$7,000.00 | -\$1,164.16 | (16.6)% |
| 6-1250 | ALGA - Meeting expenses | \$13,816.74 | \$22,000.00 | -\$8,183.26 | (37.2)% |
| 6-1300 | ALGA Subscription | \$97,329.00 | \$97,421.00 | -\$92.00 | (0.1)% |
| 6-1350 | Annual Conference | \$146,004.94 | \$175,000.00 | -\$28,995.06 | (16.6)% |
| 6-1400 | Auditors Remuneration | \$0.00 | \$15,500.00 | -\$15,500.00 | (100.0)% |
| 6-1450 | Bank Fees & Gov. Charges | \$867.30 | \$3,000.00 | -\$2,132.70 | (71.1)% |
| 6-1500 | Catering / Entertainment | \$1,372.78 | \$4,000.00 | -\$2,627.22 | (65.7)% |
| 6-1600 | Cleaning and Supplies | \$9,354.21 | \$11,000.00 | -\$1,645.79 | (15.0)% |
| 6-1650 | Professional Dev Activities | \$41,266.34 | \$30,000.00 | \$11,266.34 | 37.6% |
| 6-1700 | Consultants Fees | \$15,096.33 | \$10,000.00 | \$5,096.33 | 51.0% |
| 6-1701 | Consultants - Special Projects | \$26,241.68 | \$40,000.00 | -\$13,758.32 | (34.4)% |
| 6-1705 | Consult Fees - HR/IR | \$5,500.00 | \$6,000.00 | -\$500.00 | (8.3)% |
| 6-1710 | Council Advert/Better Councils | \$7,193.15 | \$0.00 | \$7,193.15 | NA |
| 6-1850 | Elections - GMC Bi-annual | \$176.75 | \$0.00 | \$176.75 | NA |
| 6-1900 | Fringe Benefits Tax | \$9,402.00 | \$13,000.00 | -\$3,598.00 | (27.7)% |
| 6-2000 | Depreciation Expense | | | | |
| 6-210 | Depreciation - Buildings | \$6,105.00 | \$0.00 | \$6,105.00 | NA |
| 6-220 | Depreciation - Computers | \$7,885.00 | \$10,000.00 | -\$2,115.00 | (21.2)% |
| 6-230 | Depreciation - Furn & Fittings | \$1,068.00 | \$1,500.00 | -\$432.00 | (28.8)% |
| 6-240 | Depreciation - Motor Vehicles | \$11,970.00 | \$16,000.00 | -\$4,030.00 | (25.2)% |
| 6-250 | Amortisation Computer S/Ware | \$2,331.00 | \$2,000.00 | \$331.00 | 16.6% |
| 6-260 | Division 43 Deduction | \$207.00 | \$200.00 | \$7.00 | 3.5% |
| 6-3100 | Insurance | | | | |
| 6-315 | Crime Insurance | \$2,065.83 | \$1,400.00 | \$665.83 | 47.6% |
| 6-316 | General Insurance - LGAT | \$17,237.96 | \$14,000.00 | \$3,237.96 | 23.1% |
| 6-317 | Public Liab & Prof Indem | \$20,470.00 | \$19,000.00 | \$1,470.00 | 7.7% |
| 6-318 | Workers Compensation | \$8,334.95 | \$9,000.00 | -\$665.05 | (7.4)% |
| 6-3200 | Land & Buildings Running Costs | \$1,260.56 | \$5,000.00 | -\$3,739.44 | (74.8)% |
| 6-3400 | Members Emoluments | \$63,277.82 | \$65,600.00 | -\$2,322.18 | (3.5)% |
| 6-3410 | President travel expenses | \$5,685.00 | \$9,000.00 | -\$3,315.00 | (36.8)% |
| 6-3500 | Network & Internet | \$7,939.93 | \$10,000.00 | -\$2,060.07 | (20.6)% |
| 6-3580 | Office Requisites | \$1,518.49 | \$1,750.00 | -\$231.51 | (13.2)% |

Profit & Loss [Budget Analysis]

July 2019 To June 2020

| | | Selected Period | Budgeted | \$ Difference | % Difference |
|--------|--------------------------------|-----------------|----------------|---------------|--------------|
| 6-3600 | Other & Miscellaneous | \$1,125.90 | \$800.00 | \$325.90 | 40.7% |
| 6-3800 | Other Employment Entitlements | \$14,655.00 | \$15,000.00 | -\$345.00 | (2.3)% |
| 6-3900 | Postage | \$3,108.58 | \$4,000.00 | -\$891.42 | (22.3)% |
| 6-4000 | Power | \$7,748.91 | \$12,800.00 | -\$5,051.09 | (39.5)% |
| 6-4100 | Printing & Publications | \$5,171.35 | \$8,000.00 | -\$2,828.65 | (35.4)% |
| 6-4300 | Rates & Land Tax | \$13,442.52 | \$12,800.00 | \$642.52 | 5.0% |
| 6-4310 | Rentals | \$1,674.16 | \$1,550.00 | \$124.16 | 8.0% |
| 6-4350 | Repairs & Maintenance | \$1,889.17 | \$4,000.00 | -\$2,110.83 | (52.8)% |
| 6-4400 | Salaries & Wages | \$896,041.30 | \$946,000.00 | -\$49,958.70 | (5.3)% |
| 6-4500 | Software | \$8,073.17 | \$8,000.00 | \$73.17 | 0.9% |
| 6-4600 | Stationery | \$1,599.12 | \$1,500.00 | \$99.12 | 6.6% |
| 6-4700 | Subscriptions - Membership etc | \$6,527.79 | \$12,000.00 | -\$5,472.21 | (45.6)% |
| 6-4800 | Superannuation | \$116,206.09 | \$123,000.00 | -\$6,793.91 | (5.5)% |
| 6-4900 | Sponsorship/Research/Donations | \$3,550.00 | \$2,500.00 | \$1,050.00 | 42.0% |
| 6-5100 | Telephone | \$6,482.24 | \$10,000.00 | -\$3,517.76 | (35.2)% |
| 6-5190 | Travelling Expenses | | | | |
| 6-520 | Travel - Interstate | \$14,498.78 | \$14,000.00 | \$498.78 | 3.6% |
| 6-520 | Travel - Intrastate | \$5,034.59 | \$6,000.00 | -\$965.41 | (16.1)% |
| 6-5250 | Staff Training | \$7,624.18 | \$10,000.00 | -\$2,375.82 | (23.8)% |
| 6-5600 | Waste Strategy | \$30,004.27 | \$0.00 | \$30,004.27 | NA |
| 6-7000 | Motor Vehicle Expense | | | | |
| 6-735 | Hyundai Tuscon H 03 QS | | | | |
| 6-73 | Repairs and Maint H 03 QS | \$555.28 | \$800.00 | -\$244.72 | (30.6)% |
| 6-73 | Running Costs H 03 QS | \$1,822.07 | \$2,500.00 | -\$677.93 | (27.1)% |
| 6-738 | Hyundai Tucson - E 35 TW exCEO | | | | |
| 6-73 | R & M Hyundai E 35 TW | \$0.00 | \$400.00 | -\$400.00 | (100.0)% |
| 6-73 | Run Costs Hyundai E 35 TW | \$1,353.37 | \$1,500.00 | -\$146.63 | (9.8)% |
| 6-740 | VW Wagon H 92 HC | | | | |
| 6-74 | R & M VW Wagon H 92 HC | \$0.00 | \$800.00 | -\$800.00 | (100.0)% |
| 6-74 | Run Costs VW Wagon H 92 HC | \$3,745.02 | \$4,000.00 | -\$254.98 | (6.4)% |
| 6-7960 | Grant Cost Recoveries | | | | |
| 6-796 | Cost Recovs - Grant Admin | -\$11,695.00 | -\$5,000.00 | -\$6,695.00 | (133.9)% |
| 6-796 | Motor Vehicle - Cost Recovery | -\$825.00 | -\$400.00 | -\$425.00 | (106.3)% |
| 6-796 | Network etc. Cost Recoveries | \$0.00 | -\$3,800.00 | \$3,800.00 | 100.0% |
| 6-796 | Stationary - Cost Recovery | -\$285.00 | -\$400.00 | \$115.00 | 28.8% |
| 6-796 | Telephone - Cost Recovery | -\$450.00 | -\$400.00 | -\$50.00 | (12.5)% |
| 6-7970 | LGAT ASSIST - Cost recoveries | -\$29,670.00 | -\$36,000.00 | \$6,330.00 | 17.6% |
| | Total Expenses | \$1,657,743.48 | \$1,772,821.00 | -\$115,077.52 | (6.5)% |
| | Operating Profit | \$103,387.40 | \$1,616.00 | \$101,771.40 | 6,297.7% |
| 8-0000 | Government Grants Income | | | | |
| 8-1000 | Enviro Dispute Resolution | \$11,615.98 | \$0.00 | \$11,615.98 | NA |
| 8-1025 | DPAC - STEWE | \$6,000.00 | \$0.00 | \$6,000.00 | NA |
| 8-1500 | Coastal Adaption | \$13,946.79 | \$0.00 | \$13,946.79 | NA |
| 8-1600 | SES - Disaster Resilience | \$21,600.00 | \$0.00 | \$21,600.00 | NA |
| 8-2150 | LG Reform Fund | \$173,274.38 | \$0.00 | \$173,274.38 | NA |
| 8-3000 | Healthy Communities | \$16,278.96 | \$0.00 | \$16,278.96 | NA |
| 8-3150 | DHHS 1 - Health & Wellbeing | | | | |
| 8-315 | DHHS 1 - Grant Funding | \$221,757.82 | \$0.00 | \$221,757.82 | NA |
| 8-316 | DHHS 1 - Interest | \$721.26 | \$0.00 | \$721.26 | NA |
| 8-316 | DHHS 1 - Healthy Comm Residual | \$16,278.96 | \$0.00 | \$16,278.96 | NA |

Profit & Loss [Budget Analysis]

July 2019 To June 2020

| | | Selected Period | Budgeted | \$ Difference | % Difference |
|--------|--------------------------------------|-----------------|------------|---------------|--------------|
| 8-4000 | RFDS - Obesity & Moving | \$13,636.36 | \$0.00 | \$13,636.36 | NA |
| | Total Government Grants Income | \$495,110.51 | \$0.00 | \$495,110.51 | NA |
| 9-0000 | Government Grants Expenditure | | | | |
| 9-1025 | DPAC - STEWE | | | | |
| 9-102 | STEWE General Exp | \$1,000.00 | \$0.00 | \$1,000.00 | NA |
| 9-1500 | Coastal Adaptation Pathways Pr | | | | |
| 9-152 | CAP Project Management | \$2,000.00 | \$0.00 | \$2,000.00 | NA |
| | Total Coastal Adaptation Pathways Pr | \$2,000.00 | \$0.00 | \$2,000.00 | NA |
| 9-1600 | SES -Disaster Resilience | | | | |
| 9-160 | SES - General | \$20,400.00 | \$0.00 | \$20,400.00 | NA |
| 9-2150 | LG Reform Fund | | | | |
| 9-215 | LG Reform - Consultant | \$15,000.00 | \$0.00 | \$15,000.00 | NA |
| | Total LG Reform Fund | \$15,000.00 | \$0.00 | \$15,000.00 | NA |
| 9-3000 | Healthy Communities | | | | |
| 9-300 | H/Comm - Admin | \$16,278.96 | \$0.00 | \$16,278.96 | NA |
| 9-3150 | DHHS 1 - Health & Wellbeing | | | | |
| 9-315 | DHHS 1 - Accounts/Audit | \$500.00 | \$0.00 | \$500.00 | NA |
| 9-315 | DHHS 1 - Wages | \$44,816.09 | \$0.00 | \$44,816.09 | NA |
| 9-315 | DHHS 1 - Superannuation | \$6,056.62 | \$0.00 | \$6,056.62 | NA |
| 9-315 | DHHS 1 - Other | \$17,363.97 | \$0.00 | \$17,363.97 | NA |
| 9-6000 | LG IT Strategies | | | | |
| 9-601 | Internet Access | \$24,654.45 | \$0.00 | \$24,654.45 | NA |
| | Total Government Grants Expenditure | \$148,070.09 | \$0.00 | \$148,070.09 | NA |
| | Net Profit/(Loss) | \$450,427.82 | \$1,616.00 | \$448,811.82 | 27,773.0% |

LOCAL GOVERNMENT ASSOCIATION OF TASMANIA
ESTIMATES OF INCOME & EXPENDITURE
FOR FINANCIAL YEAR ENDED 30 JUNE 2021

| | 2019/20 | 2020/21 | Comparison |
|-------------------------------------------------|------------------|------------------|-----------------|
| Income | | | |
| Annual Conference Registrations | 115,000 | 0 | -115,000 |
| Annual Conference Trade and General Sponsorship | 145,000 | 10,000 | -135,000 |
| Professional Development Activities | 64,000 | 20,000 | -44,000 |
| Fees and Commissions | 124,000 | 50,000 | -74,000 |
| Fees & Commissions - Procurement | 0 | 60,000 | 60,000 |
| Interest (Excl. Interest on grants) | 66,000 | 45,000 | -21,000 |
| Interest on Capital from Building | 2,500 | 2,000 | -500 |
| Profit on Sale of Plant & Equip | | | 0 |
| Project Admin/Cost Recovery | 10,000 | 10,000 | 0 |
| Assist Revenue | 36,000 | 36,000 | 0 |
| Rentals | 0 | | 0 |
| Subscriptions | 1,245,937 | 1,245,937 | 0 |
| Community Satisfaction Survey | 12,000 | 12,000 | 0 |
| Southern Councils Waste | 0 | 75,000 | 75,000 |
| TV Advertising | | 0 | 0 |
| Total Income | 1,820,437 | 1,565,937 | -254,500 |

| | | | |
|-------------------------------------|---------|--------|----------|
| Expenditure | | | |
| GMC Meeting Expenses | 3,000 | 3,000 | 0 |
| Accounts Administration | 15,500 | 15,500 | 0 |
| Advertising | 7,000 | 2,000 | -5,000 |
| ALGA Subscriptions | 97,421 | 98,000 | 579 |
| Auditors' Remuneration | 15,500 | 16,500 | 1,000 |
| Special Projects (Charitable Rates) | 40,000 | 0 | -40,000 |
| Bank Fees and Govt Charges | 3,000 | 2,000 | -1,000 |
| Catering, receptions, etc | 4,000 | 2,000 | -2,000 |
| Cleaning and Supplies | 11,000 | 11,000 | 0 |
| Community Satisfaction Survey | 0 | 0 | 0 |
| Annual Conference | 175,000 | 0 | -175,000 |
| Seminars - Other | 30,000 | 30,000 | 0 |
| HR/IR Service | 6,000 | 6,000 | 0 |
| Consultants' Fees | 10,000 | 8,000 | -2,000 |
| Depreciation Building | 200 | 4,500 | 4,300 |
| Computers | 10,000 | 9,000 | -1,000 |
| Furniture & Equip | 1,500 | 1,000 | -500 |
| Motor Vehicles | 16,000 | 16,000 | 0 |
| Amortisation | 2,000 | 2,000 | 0 |
| Donations/Research/Scholarships | 2,500 | 0 | -2,500 |
| Fringe Benefits Tax | 13,000 | 13,000 | 0 |
| GMC Elections - Bi-annual | 0 | 2,500 | 2,500 |
| Insurance Crime Insurance | 1,400 | 2,000 | 600 |
| General | 14,000 | 17,000 | 3,000 |
| Public Liability and PI | 19,000 | 22,800 | 3,800 |
| Workers Compensation | 9,000 | 9,000 | 0 |

| | | | |
|-------------------------------------------------|------------------|------------------|-----------------|
| Land & Building Running Costs | 5,000 | 4,000 | -1,000 |
| Members Emoluments | 65,600 | 65,600 | 0 |
| Motor Vehicles - Running Costs | 8,000 | 8,000 | 0 |
| Repairs and Maintenance | 2,000 | 2,000 | 0 |
| Lease Hire | | | 0 |
| Network and Internet | 10,000 | 10,000 | 0 |
| Office Requisites | 1,750 | 1,750 | 0 |
| Other and Miscellaneous | 800 | 600 | -200 |
| Other Employee Entitlements | 15,000 | 15,000 | 0 |
| Postage | 4,000 | 3,500 | -500 |
| Power | 12,800 | 13,000 | 200 |
| Printing and Publications | 8,000 | 4,000 | -4,000 |
| Procurement | 0 | 18,000 | 18,000 |
| Rates and Land Tax | 12,800 | 13,500 | 700 |
| Rentals | 1,550 | 1,550 | 0 |
| Repairs and maintenance | 4,000 | 3,000 | -1,000 |
| Salaries (exc Grant Staff) 1.5% | 946,000 | 977,100 | 31,100 |
| Software | 8,000 | 10,000 | 2,000 |
| Stationery | 1,500 | 1,500 | 0 |
| Subscriptions - membership etc | 12,000 | 11,000 | -1,000 |
| Superannuation | 123,000 | 127,000 | 4,000 |
| Telephone | 10,000 | 7,000 | -3,000 |
| Training | 10,000 | 10,000 | 0 |
| Travelling expenses ALGA | 22,000 | 20,000 | -2,000 |
| Intrastate | 6,000 | 5,500 | -500 |
| Interstate | 14,000 | 9,000 | -5,000 |
| President | 9,000 | 6,000 | -3,000 |
| TTC Subscription (inc in General Subscriptions) | | | 0 |
| Total Expenditure | 1,818,821 | 1,640,400 | -178,421 |
| | | | |
| Net Result | 1,616 | -74,463 | -76,079 |

All figures are ex GST

LGAT ASSIST

ESTIMATES OF INCOME & EXPENDITURE

FOR THE FINANCIAL YEAR TO 30 JUNE 2021

| | 2019/20 | 2020/21 | Comparison |
|---------------------------------------------|------------------|------------------|-----------------|
| Income | | | |
| Interest | 14,000 | 10,000 | -4,000 |
| Interest on loans | 27,000 | 25,000 | -2,000 |
| Assist Loan Application Fees | 1,000 | 1,000 | 0 |
| Tasplan Sponsorship | 5,000 | 0 | -5,000 |
| Total Income | 47,000 | 36,000 | -11,000 |
| Expenditure | | | |
| Accommodation Expenses | | | 0 |
| Accounts Administration | 40,000 | 40,000 | 0 |
| Advertising | | | 0 |
| Auditors' Remuneration | 5,000 | 5,500 | 500 |
| Bad Debts | 6,000 | 6,000 | 0 |
| Bank Fees and Govt Charges | 250 | 250 | 0 |
| Donations/Research/Scholarships | 10,000 | 0 | -10,000 |
| Grants to members | 10,500 | 10,500 | 0 |
| Other and Miscellaneous | 250 | 250 | 0 |
| Printing and Publications | | | 0 |
| Welfare Write Offs | 200 | 200 | 0 |
| Special Projects | | | 0 |
| Total Expenditure | 72,200 | 62,700 | -9,500 |
| Change in net assets from operations | -\$25,200 | -\$26,700 | -\$1,500 |

All figures are ex GST

LGAT 2020/2021 Subscriptions

| Council | Previous year subs | Cap/Collar | 2020/2021 Subs overall | Adjust | Final Subs Due | \$ Diff from Last FY | % Diff from Last FY |
|----------------------|---------------------------|-------------------|-------------------------------|-----------------|-----------------------|-----------------------------|----------------------------|
| Break O'Day | 35,239.46 | As Calculated | 35,842.53 | 128.76 | 35,713.77 | 474.31 | 1.71 |
| Brighton | 46,380.22 | As Calculated | 43,390.15 | 155.87 | 43,234.28 | -3,145.94 | -6.45 |
| Burnie | 51,224.03 | As Calculated | 52,069.92 | 187.05 | 51,882.87 | 658.83 | 1.65 |
| Central Coast | 51,224.03 | As Calculated | 52,069.92 | 187.05 | 51,882.87 | 658.83 | 1.65 |
| Central Highlands | 21,415.98 | As Calculated | 21,690.74 | 77.92 | 21,612.82 | 196.84 | 1.28 |
| Circular Head | 38,928.21 | As Calculated | 39,427.65 | 141.64 | 39,286.01 | 357.80 | 1.28 |
| Clarence | 70,226.67 | As Calculated | 71,316.35 | 256.19 | 71,060.16 | 833.49 | 1.55 |
| Derwent Valley | 37,102.47 | As Calculated | 35,465.15 | 127.40 | 35,337.75 | -1,764.72 | -4.41 |
| Devonport | 58,676.05 | As Calculated | 59,334.50 | 213.15 | 59,121.36 | 445.31 | 1.12 |
| Dorset | 33,314.82 | As Calculated | 33,766.93 | 121.30 | 33,645.63 | 330.81 | 1.36 |
| Flinders Island | 19,552.97 | Cap | 21,508.27 | 77.92 | 21,430.35 | 1,877.38 | 10.00 |
| George Town | 35,239.46 | As Calculated | 33,766.93 | 121.30 | 33,645.63 | -1,593.83 | -4.18 |
| Glamorgan Spring Bay | 35,811.17 | Collar | 32,230.05 | 100.97 | 32,129.08 | -3,682.08 | -10.00 |
| Glenorchy | 66,500.66 | As Calculated | 67,542.54 | 242.63 | 67,299.91 | 799.25 | 1.57 |
| Hobart | 67,245.86 | As Calculated | 68,297.30 | 245.34 | 68,051.96 | 806.10 | 1.56 |
| Huon Valley | 51,224.03 | As Calculated | 52,069.92 | 187.05 | 51,882.87 | 658.83 | 1.65 |
| Kentish | 33,339.20 | As Calculated | 33,766.93 | 121.30 | 33,645.63 | 306.43 | 1.28 |
| King Island | 21,415.98 | As Calculated | 21,690.74 | 77.92 | 21,612.82 | 196.84 | 1.28 |
| Kingborough | 62,774.66 | As Calculated | 63,674.39 | 228.74 | 63,445.65 | 670.99 | 1.43 |
| Latrobe | 37,055.14 | Cap | 40,760.65 | 147.74 | 40,612.92 | 3,557.78 | 10.00 |
| Launceston | 70,971.87 | As Calculated | 72,071.11 | 258.90 | 71,812.21 | 840.34 | 1.55 |
| Meander Valley | 46,380.22 | As Calculated | 46,975.27 | 168.75 | 46,806.52 | 426.30 | 1.28 |
| Northern Midlands | 40,791.21 | As Calculated | 41,125.86 | 147.74 | 40,978.13 | 186.92 | 0.82 |
| Sorell | 46,380.22 | As Calculated | 46,975.27 | 168.75 | 46,806.52 | 426.30 | 1.28 |
| Southern Midlands | 35,710.98 | As Calculated | 33,766.93 | 121.30 | 33,645.63 | -2,065.35 | -5.44 |
| Tasman | 25,148.30 | Collar | 22,633.47 | 77.92 | 22,555.55 | -2,592.75 | -10.00 |
| Waratah Wynyard | 40,791.21 | As Calculated | 41,125.86 | 147.74 | 40,978.13 | 186.92 | 0.82 |
| West Coast | 26,504.47 | As Calculated | 26,030.62 | 93.51 | 25,937.11 | -567.35 | -1.79 |
| West Tamar | 51,224.03 | As Calculated | 52,069.92 | 187.05 | 51,882.87 | 658.83 | 1.65 |
| | 1,257,793.59 | | 1,262,455.88 | 4,518.88 | 1,257,937.00 | | |

LGAT Work Plan 2019 – 20 Progress Report



Not yet commenced



Unable to progress due to others



Ongoing



Completed

| No. | Priorities | Outcome/Output Measures | Progress | Comment |
|-----|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Lead the Waste Management Reform Agenda | <p>State Government support of the State-wide waste arrangements.</p> <p>Final Waste Action Plan adopts sector suggestions.</p> | | <p>LGAT has continued to advocate for adoption of the State-wide waste arrangements at a Department and Ministerial level. For example, LGAT recently presented the State-wide waste arrangements as a potential project for Commonwealth funding as part of the COAG waste export ban. This involved direct advocacy to the Commonwealth Department, Premier, DPAC and EPA. All project funding decisions by the Commonwealth were delayed as a result of the COVID-19 outbreak.</p> <p>The State Government is still actively considering the State-wide waste arrangements as part of the finalisation of the Waste Action Plan (WAP).</p> <p>To support finalisation of the WAP and then its implementation, the State Government has formed an Interdepartmental Committee, of which LGATs Policy Director has been invited to participate. This recently involved review of a discussion paper on a Container Refund Scheme (CRS) and feedback on the most appropriate governance model for Tasmania.</p> |
| | Deliver the 21st Century Project | Determination of the best reform options for councils so they can service the needs of modern Tasmanian Communities | | <p>Sector consultation, via the 'round table conversations' has been completed. The key stakeholder interviews were delayed as a result of COVID-19, but are now scheduled to commence this month.</p> |
| 2. | Support councils in Implementing The Planning Reform Agenda | LGAT's recommendations accepted by the State Government. | | <p>With the majority of councils having completed the drafting of their Local Provision Schedules. While in recent weeks, the Government has been focussed on Major Projects Legislation and "red tape reduction", work is almost close to complete on the Tasmanian Planning Policies (TPPs) scoping document. This will kick off the important next tranche of strategic reforms sought by the sector.</p> |

| No. | Priorities | Outcome/Output Measures | Progress | Comment |
|-----|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3. | Continue to Expand The Procurement Program | Growth in sectoral procurement savings | | The past two quarters has been very successful for procurement, with a record number of Requests for Quotation being lodged by Tasmanian councils in the December quarter and a record spend by councils in the first quarter of 2020. Purchasing through these arrangements saves councils time and money, in both the purchasing, but also the procurement process itself. As in many instances councils were able to purchase goods and services using a simple process and legitimately avoid the \$15,000 - \$60,000 estimated costs associated with individual tenders. |
| 4. | Support Councils' Health And Wellbeing Outcomes Through The Health & Wellbeing Project | Informed local strategic planning and actions for health and wellbeing. | | <p>The Community Health and Wellbeing Project is nearing the end of the initial 3-year funding agreement, although due to the prudent use of funding there is still significant resources available for on-going activities.</p> <p>The Department of Health (DOH) has indicated that an additional \$300,000 will be provided for the next 2 years – a strong endorsement of our work to date with this project.</p> <p>LGAT is currently working with DOH on finalising the project plan for the next funding agreement. Please refer to the General Meeting Agenda Item for further information.</p> |
| 5. | Support the Sector Through the Next Stages of Local Government Legislative Reform | LGAT's recommendations accepted by the State Government. | | Please refer to the General Meeting Agenda item for an update. |

| No. | Priorities | Outcome/Output Measures | Progress | Comment |
|-----|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6. | Deliver Equitable Rating Outcomes Through Securing Legislative Amendments | Secure sector supported changes to the Local Government Act for charitable rating. | | This issue has been put on hold by the State Government and will be dealt with as part of the Review of the Local Government Act. |
| 7. | Work With Councils and Stakeholders to Address Workforce Capacity Gaps | Improved understanding of workforce capacity issues. | | <p>LGATs main activity is seeking to address workforce capacity challenges with Environmental Health Officers (EHOs). The University of Tasmania has been undertaking the stakeholder engagement and analysis, with a draft report provided in mid April.</p> <p>The Steering Committee, which consists of LGAT, the EPA, Department of Health, and Environmental Health Australia, Tasmania (EHOs peak body), are working with Utas to finalise the report.</p> <p>Once complete work will commence on scoping a similar piece of work with other workforce capacity gaps (likely to be planners or development engineers).</p> |



REPORTS FROM LOCAL GOVERNMENT REPRESENTATIVES

to be presented to the

ANNUAL GENERAL MEETING OF THE ASSOCIATION

Wednesday 22 July, 2020

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TASMANIAN PLANNING COMMISSION

REPRESENTATIVE: Michael Stretton, City of Launceston

NUMBER OF MEETINGS HELD DURING 2019-20 12

OBJECTIVES OF THE COMMITTEE/BOARD:

The Commission's role includes:

- Assessing interim planning schemes
- Providing planning advice to the Minister for Planning and Local Government
- Assessing projects of regional and State significance
- Reporting on draft State Policies
- Assessing planning schemes
- Assessing planning directives
- Inquiring into the future use of public land, and
- Reviewing reports and representations on draft management plans.

The Commission's main responsibilities are set out in the following Acts:

- [Land Use Planning and Approvals Act 1993](#)
- [State Policies and Projects Act 1993](#)
- [National Parks and Reserves Management Act 2002](#)
- [Water Management Act 1999](#)
- [Wellington Park Act 1993](#)
- [Public Land \(Administration and Forests\) Act 1991](#)

MAJOR ISSUES DEALT WITH AND DECISIONS MADE:

- Considered and determined many applications for Planning scheme amendments
- Continued process of receiving and assessing of draft Local Planning Scheme provisions
- Approved Macquarie Point Specific Area Plan
- Approved a new Commissioner Code of Conduct
- Approved a Policy for Commissioners and delegate submissions to an appearance before the Commission
- Made submissions in the ongoing Review of the Tasmanian Planning commission
- Completed COVID-19 Pandemic Business Continuity Planning
- Reviewed and made recommendations for State of the Environment reporting requirements

STATE FIRE MANAGEMENT COUNCIL

REPRESENTATIVE: Mel Kelly

NUMBER OF MEETINGS HELD DURING 2019-20 4

OBJECTIVES OF THE COMMITTEE/BOARD:

Mission: To enhance the efficient management of bushfire related risk in Tasmania in order to protect life, property and significant community values.

Strategies:

- Support and promote bushfire research and innovation
- Provide evidence based public policy advice and information
- Build community capacity and awareness to support bushfire resilient communities
- Build and support public and private sector partnerships and collaboration
- Enable strategic, effective and collaborative vegetation fire management planning in Tasmania
- Facilitate efficient and effective governance and resource management

MAJOR ISSUES DEALT WITH AND DECISIONS MADE:

- Red Hot Tips: State Government funding received and project roll-out is underway with recruitment for the Coordinator & Facilitators due for completion by end-July 2020 and the program to commence engagement with landholders from August 2020.
- Bushfire Protection Planning Project: Progressing well. Project aims to improve bushfire risk planning undertaken by Fire Management Area Committees (FMACs). Local councils are legislated members of all FMACs. An important role of the FMACs is to identify the priorities for bushfire risk mitigation in their areas, along with facilitating collaboration between member organisations to develop mitigation plans. The project will assist FMACs by providing a risk management framework, tools, education and support for bushfire risk planning. Mitigation activities include; fuel reduction burning, fuel breaks, fire trails, community education and response planning.
- Royal Commission into National Natural Disaster Arrangements submission collated and provided from SFMC.
- Environmental Scan: The Council has recently completed an environmental scan of vegetation fire management research being undertaken in Australia. This information will guide a stakeholder research forum which will identify research priorities and gaps within Tasmania.
- Network Event: A networking event on bushfire risk was held in Launceston covering what is bushfire risk and how do we identify and manage bushfire risk, with over 70 people attending.

FAMILY AND SEXUAL VIOLENCE CONSULTATIVE GROUP (FSVCG)

REPRESENTATIVE: Mayor Mary Knowles OAM

NUMBER OF MEETINGS HELD DURING 2019-20 2 plus online consultations

OBJECTIVES OF THE COMMITTEE/BOARD:

Since 2015 the FSVCG has consulted and supported the State Government to develop a Family Violence Action Plan, support the 'Our Watch', 'Let's Stop it at the Start' programs, White Ribbon and the National Plan to Reduce Violence Against Women and their Children.

MAJOR ISSUES DEALT WITH AND DECISIONS MADE:

- Launched Safe Homes, Families, Communities Tasmania's Action Plan for Family and Sexual Violence 2019-2022
- Update on the National Action Plan to reduce Violence against Women and their children
- Addressing Family Violence additional \$2.7M to fund direct actions to address family violence in Tasmania
- 'Let's Stop it at the Start' program update
- New Family and Sexual Violence website considerations
- COVID-19 relevance – research show there is often a spike in violence against women during major crises and disasters.

Other meetings included

- 'SHE' (now Engender Equality) Coercive Control Workshop
- International Women's Day Focus on Family Violence Governor's Event
- 'eSafety Workshop for Women

Other actions:-

- Forwarded relevant information to all councils
- Successful funding application for Sexual Assault Support Service preventative posters for all councils – posters distributed
- Supported Engender Equality in seeking funding for a Women's Refuge in rural Tasmania - ongoing

TASMANIAN ANIMAL WELFARE COMMITTEE

REPRESENTATIVE: Cllr Rob Churchill, Glamorgan Spring Bay Council

NUMBER OF MEETINGS HELD DURING 2019-20 3

OBJECTIVES OF THE COMMITTEE/BOARD:

- To draft the Tasmanian Animal Welfare framework and 3 year plan
- To address issues of animal welfare (complaints/investigations) and to communicate this to the broader community
- Agenda themes to be conducted under the headings of: LEGISLATION, EDUCATION and COLLABORATION

MAJOR ISSUES DEALT WITH AND DECISIONS MADE:

Legislation

Draft Tasmanian Animal Welfare framework to be finalised in 2020.

Animal Welfare Standards various issues

- Mulesing lambs between 14 days and 6 months of age and concurrent pain relief.
- Bow Hunting considered for banning or registering of bows.
- Animal Welfare Standards and Guidelines for saleyards and depots.
- Bobby calf time off feed.
- Poultry standards and guidelines.
- Rodeo animal welfare concerns.
- Compliance statistics and reporting to RSPCA 2018/19 (noted 51% of all complaints related to dogs and puppies).

Education

Request to the Minister re funding for Animal Welfare Education initiatives in schools for all student age groups and the possibility of funding a consultant from the Animal Welfare Fund. Linkages established between RSPCA and Tasmanian schools.

Proposal by RSPCA to develop a communications strategy for the Tasmanian Animal Welfare (Dogs) Regulations 2016.

Collaboration

Presentation from the Tasmanian Salmonid Growers Association. Animal welfare in the farmed salmon industry including the effects of increased water temperatures, seals and their interaction with salmon farms and their associated welfare concerns. The industry claims to be well aware of its 'social licence'.

TASMANIAN LIBRARY ADVISORY BOARD (TLAB)

REPRESENTATIVE: Ald Simon Fraser, Glenorchy City Council

NUMBER OF MEETINGS HELD DURING 2019-20 4

OBJECTIVES OF THE COMMITTEE/BOARD:

The Tasmanian Library Advisory Board (TLAB) is a voluntary, independent advisory group established under the *Libraries Act 1984*.

TLAB provides the Minister for Education and the Secretary of the Department of Education (DoE) with objective, community-based advice on issues concerning the delivery of statewide library services in Tasmania; in particular, the public's right of access to information and ideas. TLAB's scope covers contemporary library services, which includes learning, reference and information services, computers and internet access, adult learning and literacy programs, and care of Tasmania's documentary heritage and the State Archives.

These functions are provided by Libraries Tasmania, a part of DoE, reporting to the Minister for Education and guided by Libraries Tasmania's *Strategic Directions 2018-2020*. TLAB provides strong support to Libraries Tasmania's strategic purpose, to connect Tasmanians to knowledge, ideas and community through our libraries and archives.

LGAT nominates four representatives to TLAB, whose 13 members, including the LGAT nominees, provide a wide representation from the Tasmanian community, comprising a mix of rural and urban interests. TLAB meets four times a year. The term for the current board is 1 March 2019 until 31 December 2021.

LGAT nominees to TLAB

Mr Dick Adams OAM (Northern Midlands Council)

Ms Tanya Denison (Hobart City Council) – resigned 11 February 2020

Alderman Simon Fraser (Glenorchy City Council)

Ms Jackie Merchant (Central Coast Council)

Ms Yolanda Sam (Hobart City Council) – appointed 29 May 2020 to replace Ms Tanya Denison.

Remaining TLAB members

Ms Mary Bent PSM, Chair; Ms Kim Boyer; Ms Jan Butler; Ms Liz Jack, Executive Director Libraries Tasmania; Mr Alistair Scott; Dr Dianne Snowden AM; Mr Daryl Connelly; Ms Mary Lijnzaad

TLAB's work in the past 12 months, focussed on three key areas:

1. Increasing funding for Contemporary Library Resources

TLAB acknowledged the four-year State Government funding for the purchase of contemporary library resources, which responded to TLAB's submissions for increased funding to support what has previously been known as the 'Book Vote'. In 2019-20, TLAB advocated for ongoing funding, noting Libraries Tasmania's use of the funds to improve client experiences, including expanding

and refreshing the lending collection and investigating the use of wayfinding technology to help clients navigate on-site collections.

2. *Advocating for the State Library and Tasmanian Archives as an important cultural institution and the need for a redeveloped Hobart building*

In 2019-20, TLAB continued to advocate, at all levels of government and business, for the State Library and Tasmanian Archives to be recognised as a significant cultural institution, and to build support for the need to redevelop the 91 Murray Street building in Hobart. Redevelopment would transform Libraries Tasmania's flagship site from a 1960s public library building into a contemporary, future-focused library, archive and community learning space.

3. *Preservation and digitisation of the state audio-visual collection*

TLAB recognised the critical need to preserve the state's audio-visual collection through an accelerated digitisation program to ensure clients could continue to access this collection, much of which is stored in increasingly obsolete media formats. TLAB members supported the urgent need to advocate for government investment in digitisation; particularly in light of the fact that by 2025 there is a very real possibility that any remaining non-digitised items will no longer be accessible.

STATE GRANTS COMMISSION

REPRESENTATIVE: Mr Greg Preece and Mr Rod Fraser

NUMBER OF MEETINGS HELD DURING 2019-20

11 Meetings plus council hearings and visit two planning sessions

OBJECTIVES OF THE COMMITTEE/BOARD:

The State Grants Commission is an independent statutory body responsible for recommending the distribution of Australian Government Financial Assistance Grant funding to Tasmanian councils. The decisions of the Commission are guided by a set of national principles that are prescribed under the Australian Government *Local Government (Financial Assistance) Act 1995*. The Commission also recommends the distribution of the amount allocated by the Tasmanian Government to councils from heavy vehicle motor tax revenues.

To provide some structure in its Financial Assistance Grant distribution methods the Commission has traditionally operated a triennial review policy whereby major changes to methodology are only introduced every three years. During the year, the Commission decided, with immediate effect, to cease its practice of trienniums for adopting methodology changes. The Commission will now adopt methodology changes as and when the Commission deems appropriate. Data updates continue to be applied each year or as soon as new data becomes available.

To ensure the available funds are allocated on a horizontal fiscally equalised and equitable basis the Commission continually monitors council practices and updates its assessment methods and data as appropriate. The Commission operates a mathematical model to apply its assessment methods. During the year the Commission, with the assistance of Treasury, completed a review and redesign of its electronic model to increase its efficiency and integrity. The Commission also reviews its own operations through formal planning meetings and during the 2019-20 year adopted a Strategic and Operational Planning Framework after discussions with councils at the hearings and visits.

Membership

The State Grants Commission consists of three members. Two of those members are nominated from Local Government and the third is an independent chairperson nominated by the Department of Treasury and Finance and approved by the Treasurer.

Current members of the Commission are David Hudson (Independent Chairman), Greg Preece and Rod Fraser (both representing Local Government).

MAJOR ISSUES DEALT WITH AND DECISIONS MADE:

For the 2019-20 financial year, Tasmania's estimated base grant entitlement was \$37.1 million from a national pool of \$1.8 billion, being a 3.58% increase on the finalised 2018-19 year entitlement, and an estimated road grant entitlement of \$41.3 million from a national pool of \$780 million, being a 4.1 per cent increase on the 2018-19 entitlement. The Australian Government decided to pay approximately 50 per cent of this funding to councils as an advance payment in June 2019, with the balance of the 2019-20 entitlement payable in the 2019-20 year. The Commission submitted its recommended allocation of 2019-20 grants to the Treasurer on 18 July 2019.

The Commission has had a practice of releasing discussion papers each year for discussion at the annual hearings and visits with councils. Prior to the 2020 hearings and visits, the Commission issued the following papers:

- Discussion Paper DP20-01 – *Regional Responsibility and Non-resident Impacts*
- Information Paper IP20-01 – *Strategic and Operational Planning Framework*
- Commission Decision CD20-01 – *Socio-Economic Factors in the Base Grant Model - Replacement of the Unemployment Cost Adjustor with a SEIFA based Cost Adjustor -*

The Commission prepared these flyers to act as thought provokers and conversation starters with councils in order to support and facilitate discussions on how the Commission progresses its work program. The intention of this approach is to gain council input early in the process of formulating any reviews to help the Commission determine the potential direction of its research on these topics. The 2019-20 papers addressed the next phase of the Commission's consideration of the issues and cost implications of councils providing services to non-residents,

communicated decisions made to date and outlined the Commission's recently adopted strategic framework.

In February and March 2020 the Commission completed its latest round of council hearings and visits where it discussed these papers with councils. The Commission is reviewing its work program and work cycles accordingly. The Commission also had valuable discussions with councils in relation to the accuracy of the Consolidated Data Collection (CDC) returns submitted by councils. The CDC returns are the primary data source used by the Commission for determining the distribution of the financial assistance grant funding pools. The Commission had useful discussions with councils on how councils might best ensure the accuracy and consistency of those returns and how the Commission might assist.

The Commission appreciated the welcome shown from those councils it visited and was also very pleased with the contributions, submissions and level of engagement it received on its discussion papers at the 2020 Hearings and Visits.

STATE FIRE COMMISSION

REPRESENTATIVE: Cllr Graeme Brown & Chris Hughes

| | |
|-----------------------------------------------|------------------------------|
| NUMBER OF MEETINGS HELD DURING 2019-20 | 12 Board Meetings |
| | 12 Pre Board Meetings |

OBJECTIVES OF THE COMMITTEE/BOARD:

The Commission's primary responsibility is one of governance of the Tasmanian Fire Service (TFS) on behalf of the community, ensuring that the TFS, remains viable and effective in the present and for the future. The Commission is ultimately accountable for all organisation matters.

MAJOR ISSUES DEALT WITH AND DECISIONS MADE:

- Review of the Fire Service Act Review – currently in progress
- Fire Levy retained at existing rate – no increase for 2020-2021 financial year
- Adoption of a Corporate Plan for 2020-2021
- Volunteers and paid fire fighters were an integral part in the Covid 19 process – assisting Tasmania Police and the State Emergency Service
- Fire season – TFS firefighters (including volunteers) again did an amazing job on the frontline protecting lives and properties in Fingal and Collinsvale and surrounds.
- The SFC is operating in direct support of social distancing requirements.
- The Commission as the PCBU received a briefing regarding COVID-19
- The Commission received a presentation on TFS/SES training reform



GENERAL MEETING

AGENDA

**via
Webinar**

Wednesday 22 July 2020

**Commencing
Immediately following the
Conclusion of the
AGM**

**PROCEDURAL MATTERS.
RULES REGARDING CONDUCT OF MEETINGS**

13. WHO MAY ATTEND A MEETING OF THE ASSOCIATION

- (a) Subject to Rule 13(f), each Member shall be entitled to send a Voting Representative to any Meeting of the Association, such Voting Representative exercising the number of votes determined according to Rule 16(a).
- (b) In addition to the requirements set out in Rule 13(f), after each ordinary Council Election, the Chief Executive Officer shall request each Member to advise the name of its Voting Representative and the proxy for the Voting Representative for Meetings of the Association until the next ordinary Council Elections.
- (c) Subject to Rule 13(f), Members may change their Voting Representative or proxy at any time by advising the Chief Executive Officer in writing of the Voting Representative prior to that representative taking his or her position at a Meeting of the Association.
- (d) A list of Voting Representatives will be made available at the commencement of any Meeting of the Association.
- (e) Members may send other elected members or Council officers as observers to any Meeting of the Association.
- (f) Each Member must provide the Association with written notice of the details of the Voting Representative who was by a resolution of the Member lawfully appointed as the Voting Representative of the Member at a Meeting of the Association.

14. PROXIES AT MEETINGS

- (a) Up to 1 hour prior to any Meeting of the Association, a Member may appoint another Member as its proxy.
- (b) The form of the proxy is to be provided by the Chief Executive Officer and is to be signed by either the Mayor or General Manager of the Council appointing the proxy.
- (c) The Chair of the meeting is not entitled to inquire as to whether the proxy has cast any vote in accordance with the wishes of the Member appointing the proxy.
- (d) Proxies count for the purposes of voting and quorum at any meeting.

15. QUORUM AT MEETINGS

- (a) At any Meeting of the Association, a majority of the Member Councils shall constitute a quorum.
- (b) If a quorum is not present within one hour after the time appointed for the commencement of a Meeting of the Association, the meeting is to be adjourned to a time and date specified by the Chair.

16. VOTING AT MEETINGS

- (a) Voting at any Meeting of the Association shall be upon the basis of each Voting Representative being provided with, immediately prior to the meeting, an electronic voting button or placard which is to be used for the purpose of voting at the meeting. The placard will be coloured according voting entitlement and the voting buttons will be coded according to voting entitlement:

| Population of the Council Area | Number of votes entitled to be exercised by the Voting Representative | Colour placard to be raised by the Voting Representative when voting |
|--------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------------------|
| Under 10,000 | 1 | Red |
| 10,000 – 19,999 | 2 | White |
| 20,000 – 39,999 | 3 | Blue |
| 40,000 and above | 4 | Green |

- (b) Electronic voting buttons will be the first choice for voting on all decisions, with placards only to be used if the technology fails.
- (c) Voting buttons allow councils to vote for or against a motion or formally abstain from voting. An abstain is not to be taken as a negative vote.
- (d) The Chair of the meeting shall be entitled to rely upon the electronic vote or the raising of a coloured placard as the recording of the vote for the Member and as evidence of the number of votes being cast.
- (e) Except as provided in sub-rule (f), each question, matter or resolution shall be decided by a majority of the votes for a motion. If there is an equal number of votes upon any question, it shall be declared not carried.
- (f)
 - (i) When a vote is being taken to amend a Policy of the Association, the resolution must be carried by a majority of the votes capable of being cast by Members present at the meeting.
 - (ii) When a vote is being taken for the Association to sign a protocol, memorandum of understanding or partnership agreement, the resolution must be carried by a majority of votes capable of being cast by Members and by a majority of Members, whether present at the meeting or not.
 - (iii) When a vote is being taken to amend these Rules of the Association, the resolution must be carried by at least two-thirds of the votes capable of being cast by Members, whether present at the meeting or not.
- (g) A Voting Representative or his or her proxy in the name of the Member is entitled to vote on any matter considered at a Meeting of the Association.

Schedule

10.00

Annual General Meeting

General Meeting.

Commences immediately following
The conclusion of the Annual
General Meeting

Life Member Awards Presentation
At conclusion of General Meeting

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*** DENOTES ATTACHMENT**

1 GOVERNANCE

1.1 Minutes *

Decision Sought

That the Minutes of the General Meeting held on 27 March and 26 June 2020 as circulated, be confirmed.

The Minutes of the Meeting held on 27 March, 2020, as circulated, are submitted for confirmation and are at **Attachment to Item 1.1.**

At the time of writing, the 26 June General Meeting had not taken place but given the meeting is being held to specifically allow for a change to the LGAT Rules, it is pertinent that they be confirmed as soon as possible.

A copy of the 26 June General Meeting Minutes will be circulated the week following the Meeting, with a draft version available on the LGAT website.

1.2 Confirmation of Agenda & Order of Business

Decision Sought

That the agenda and order of business be confirmed.

Members are invited to confirm the agenda and order of business as presented.

1.3 President's Report

Decision Sought

That the Meeting note the report on the President's activity from 6 March to 12 June 2020.

Meetings & Events

- LGAT General Meeting
- GMC COVID Catch Ups
- GMC Meeting
- ALGA Board COVID Catch Ups approximately fortnightly
- ALGA Board Meeting
- Regular (almost daily) discussions with CEO
- Meeting with Premier, Peter Gutwein, Ministers Mark Shelton and Michael Ferguson and advisors
- Letter to Premier re General Meeting resolutions and questions
- Webex meetings with Minister Shelton
- King Island Council (via Zoom)
- Burnie Council (via Zoom)
- TCCI Board
- Letter to Members of Parliament re Commercial Rates

Media and Communications

- Tasmanian Times
- Pulse
- Letter to Prime Minister re JobKeeper
- Op Ed submitted on LG relief measures – published Examiner
- Letter to Premier re General Meeting resolutions and questions
- Media Release General Meeting resolutions
- LA FM re council relief measures
- Northern Drive ABC Radio – responding to COVID
- ABC 936 regarding amalgamations
- ABC and HOFM re Federal Stimulus Funding

1.4 CEO's Report

Decision Sought

That the Meeting note the report on the CEO's activity from 6 March to 12 June 2020.

Policy, Projects and Presentations

- Submission (impacts) to the Premier's Economic and Social Recovery Council (PESRAC)
- Planning for submission (recovery) to PESRAC
- Feedback on Commercial Tenancies legislation and advocacy to prevent imposed rates remissions
- Data collection re COVID impacts including council relief packages, staffing impacts, financial position – for State and Federal Advocacy.
- Advice and feedback on COVID Stimulus Package
- Review of Hardship Policy and Online Meeting Guidelines
- Engagement with Justice on Commercial Tenancies proposals.
- Briefing notes for ALGA Board Meetings
- Rule amendment/Special General Meeting

Media & Communications

- Pulse, Draft Op Ed and LinkedIn Contributions
- News Clippings

Meetings, Training and Events.

- Regular engagement with Director of LG Craig Limkin, Matt Healey and Advisor to LG Minister Melanie Brown.
- Regular engagement with President.
- Telephone advice to the Premier
- CEO/President Meeting with Premier, Minister Shelton and Minister Ferguson
- ALGA CEO Meeting weekly, end of March until end of May
- ALGA Board COVID Catch Ups
- LGAT General Meeting
- Regular meetings with ASU re COVID/LG Employee issues
- Participation in regional GM meetings
- LG Professionals Board Meeting
- Regional Intelligence Sharing Meetings (approximately fortnightly)
- GMC Covid Catch Ups
- GMC Meeting
- RDA Tasmania Committee Meeting
- Webex Meetings with Minister Shelton
- MAV Insurance Board Meeting
- Institute for Social Change regarding Tasmania Project
- CEO Alcohol and Drug Federation

- Anita Dow MP, Shadow LG Minister
- King Island Council and Burnie Council via zoom
- Meeting of Peak Bodies – COVID impacts
- TCCI Board
- Premier’s Health and Wellbeing Advisory Council
- ALP Building Construction Infrastructure and Transport IAC
- Engagement with PESRAC secretariat
- Regions Rising Web Forum
- State Emergency Management Committee

Operations

- Review of LGAT Pandemic Plan
- Transitioning staff to social distancing then working from home and contributing to guidelines
- Regular online staff meetings
- Planning for holding General Meeting Online
- Budget preparation
- Event Planning
- Business Safe Planning and implementation for return to LGAT Office

1.5 Business Arising *

Decision Sought

That Members note the following information on business arising.

At **Attachment to Item 1.5** is a schedule of business considered at the meetings held on 27 March 2020 and the status thereof.

1.6 Follow Up Of Motions *

Contact Officer - Dion Lester

Decision Sought

That the meeting note the report detailing progress of motions passed at previous meetings and not covered in Business Arising.

Follow up on outstanding motions

A matrix indicating progress to date on motions passed at General Meetings, which remained outstanding at the last General Meeting, is at **Attachment to Item 1.6**.

1.7 Council Round Ups

Decision Sought

That Members note there will be no Council Round Up presentation given the General Meeting is to be held via Webinar.

Background comment:

Councils offer to conduct a brief presentation on a matter that is of interest in their municipality.

The session also allows time for questions and provides an opportunity to briefly share and highlight problems or opportunities facing councils and is better suited to a face-to-face meeting.

2 ITEMS FOR DECISION

2.1 Head Works * Motion – Brighton Council

Decision Sought

That LGAT advocate to the State Government and TasWater for the ceasing of the 'headworks holiday' for sewer and water infrastructure.

Background

The Tasmanian Government imposed a 'headworks holiday' for a period of two years with regards to TasWater, which was then extended indefinitely. The primary goal was to facilitate development. However, there are many cases in several municipalities where the opposite is occurring.

The current system creates an untenable 'first mover' cost, which is highly inequitable and is causing key strategic growth areas to sit undeveloped.

This issue was discussed at the November 2019 STCA meeting where it was resolved to write to LGAT, a copy of the letter and response are included at **Attachment to Item 2.1**.

LGAT Comment

The State Government initially introduced a 'headworks holiday' in late 2014 for a two-year period. At the completion of this period the TasWater Board determined that it would continue the headworks holiday, and it remains today.

TasWater has indicated that this position is currently under review as part of the development of their Pricing and Service Plan 4 (PSP4) submission, due on 30 June 2020. As part of their preparation of their PSP4, TasWater has developed a specific options paper on developer charges. To inform this options paper, TasWater convened three forums through November 2018 to February 2019 in Hobart, Launceston and Devonport, to understand perceptions around their current developer charges approach and role in economic development. These sessions were attended by representatives from Local Government, State Government, the development industry and associated professionals. Participants in each of the locations expressed a strong desire for TasWater to reconsider their approach to developer charges.

TasWater held further sessions on the 24 and 25 March 2020 (via an online format due to the pandemic) to consider their approach to developer charges and to discuss alternative options. All Tasmanian Councils have been invited to the sessions. Detailed information

on the issue and the options that TasWater is considering and a discussion forum can be found here: <https://www.yoursay.taswater.com.au/psp4>.

TasWater has a discussion forum and website devoted to the PSP4 consultation¹, where the *“TasWater: Developer Charges – An assessment of options”* draft paper² can be accessed. TasWater has also produced a helpful fact sheet³ on developer charges and the options it is considering.

LGAT has undertaken research into the developer charges regimes of other Australian state jurisdictions, variously referred to as infrastructure contributions (NSW, Vic), development contributions (WA, Vic), infrastructure charges (Qld), development levy (Vic) and also headworks charges. Currently, all States other than Tasmania have systems for implementing infrastructure contributions, supported by state-level legislation. Each system varies in its scope and characteristics but all are intended to ensure that development (especially urban growth) pays for its demand and impacts on public infrastructure. Further most seek to achieve, or at least improve, harmonisation in charging across infrastructure management authorities, be they councils or public utility providers. Victoria and South Australia have both implemented new systems within the last five years, while Western Australia and New South Wales are in the process of reviewing their developer charging systems, indicating that infrastructure contributions schemes are continuing to evolve to meet a range of needs.

In some areas, infrastructure charges are intricately calculated in an attempt to get as close as possible to a development’s demand load on infrastructure networks, resembling a one-off fee for service or user charge. In contrast, it is becoming common for the precision of demand calculations to be replaced by more generalised and simpler to use calculations according to land use-type or construction cost or development value, resembling more a distributed tax.

In some areas, a public utility and a council will separately invoice and collect infrastructure contributions for the networks they manage; in other areas the council and utility are more integrated, with the council invoicing developers once and distributing to the utility its component of the contribution.

Given that TasWater is continuing their public dialogue around developer charges, that other states are evolving and improving their charging systems, and particularly that Tasmania is the only state without a statewide infrastructure contributions regime, LGAT will continue to research the subject with a view to initiating a dialogue with its membership and informing the work that TasWater is undertaking.

¹ PSP4 website: <https://www.yoursay.taswater.com.au/psp4>

² Draft paper: <https://www.yoursay.taswater.com.au/47230/widgets/258170/documents/141861>

³ Developer Charges fact sheet:
<https://www.yoursay.taswater.com.au/47230/widgets/258170/documents/141824>

2.2 Five Year Financial Management Strategy for Local Government Motion – Burnie City Council

Decision Sought

That LGAT request the State Government to endorse a five-year financial management strategy for Local Government rather than ten years.

Background

Council's in Tasmania are required under the *Local Government Act 1993* to prepare a financial management strategy for the municipal area. The strategy is to be consistent with the strategic plan, along with a requirement for the councils to have a long-term financial management plan for a period of at least 10-years.

It is the view of the Burnie City Council that the requirement for at least a 10-year plan be reduced to 5-years. The rationale for this is that 10-year financial plans are unreliable in the outer years and a more realistic plan would be achievable in a 5-year plan.

The State Government are not required to have a 10-year plan.

LGAT Comment

No substantially similar motions have been received before by LGAT.

A long-term financial plan describes an entity's financial strategy and should align with other operational documents including the long-term asset management plan. It is developed on an iterative basis and as per the LGAT/IPWEA Practice Note should be reviewed every four years.

<https://www.lgat.tas.gov.au/extranet/confidential-extranet-documents2/finance/financial-and-asset-management-tools-and-templates/practice-summary-34.pdf>

3 ITEMS FOR NOTING

3.1 Review of Local Government Legislation * Contact Officer – Katrena Stephenson

Decision Sought

That Members note the report on the review of Local Government Legislation.

Background

On 22 April 2020, after some months delay, the Government announced approved reform directions for the review of Local Government Legislation.

The table at **Attachment to Item 3.1** lists the reform directions for which the sector did not have consensus or had concerns and the final position of the Government.

Three of the initially proposed reforms will not progress, namely:

- Changing the way Mayors and Deputy Mayors are elected;
- Introducing a candidate nomination fee; and
- Establishing regional councils.

A number of reforms were amended or clarified.

As LGAT has noted all along, at a high level the reform directions are generally not significantly concerning but the devil will be in the detail.

Key to note is that reform will be progressed in two parts and by two different agencies. Election matters will be hived off into a new Local Government (Elections) Bill overseen by the Department of Justice in parallel with the broader review of the State Electoral Act. All other matters will continue to be progressed by the Local Government Division. Local Government will continue to be engaged through the Steering Committee and Technical Reference Groups as well as through formal consultation on the draft Bill.

Five Technical Working Groups were formally established in late 2019, as agreed by the Steering Committee. The Project Team has commenced consultation with the Working Groups and requested feedback and advice in relation to a number of technical matters. Feedback received to date has been very valuable to the Project Team and the approach to communication with members (via email, telephone and teleconference) appears to be working well.

In late 2019, the Project Team engaged Frank Barta, former Chief Financial Officer of the Clarence City Council, to provide targeted advice in relation to rating matters in the Draft Local Government Bill. The Division has now received a final report providing the requested rating advice.

The introduction of legislation will likely take 8-10 months from commencement. With no clear start day, with many key State Government staff being diverted to respond to COVID 19 matters, it is unlikely the initial Bill will be before Parliament before the middle of next year.

Budget Impact

Within budget.

Current Policy

Strategic Priority 6

Support the sector through the next stages of Local Government Reform

3.2 Waste Management

Contact Officer – Dion Lester

Decision Sought

That Members note the update on Waste Management.

Background

In late September, LGAT provided a submission on behalf of Local Government to the draft Waste Action Plan (WAP), which can be found here - [Draft Waste Action Plan](#).

Our submission, available on the [LGAT website here](#), could be summarised by saying ‘the devil is in the detail’!

The WAP picks up on many of the initiatives suggested by Local Government in the 2017 LGAT Waste and Resource Management Strategy, [available on the LGAT website here](#). The WAP includes a number of high-level commitments, including the introduction of a statewide waste levy by 2021, a Container Refund Scheme (CRS) by 2022, and a suite of other targets and initiatives.

Since September there has been limited progress on completing the WAP by the EPA, as prior to COVID-19 the State Governments efforts were predominantly focussed on providing input to the COAGs waste export ban. At COAG, Ministers agreed the phase out should be completed by the following dates:

- All waste glass by July 2020;
- Mixed waste plastics by July 2021;
- All whole tyres including baled tyres by December 2021; and
- Remaining waste products, including mixed paper and cardboard, by no later than 30 June 2022.

However, work has now commenced on progressing the key initiatives in the WAP. With discussion papers under development on the waste levy and CRS and a report summarising the submissions on the WAP available on the EPAs website.

LGAT was invited to participate on the CRS Expert Reference Group and we have recently provided feedback to the first discussion paper, which looks at governance options for a scheme in Tasmania.

In addition, LGAT's Policy Director was invited to participate on the State Government's Interdepartmental Committee for Waste Management. Through this role LGAT can influence policy directions prior to broader consultation with the sector and community.

The joint State and Local Government owned statewide waste governance arrangements, as endorsed by the sector in late 2019, are still under active consideration by the State Government as part of the introduction of a statewide waste levy. LGAT continues to advocate for adoption of this approach.

Budget Implication

Currently being undertaken within existing resources.

Current Policy

Strategic Plan

Facilitating Change

Building Local Government's Reputation

Fostering Collaboration

Promoting Financial Sustainability

3.3 Planning – ‘Red Tape Reduction’ Contact Officer – Dion Lester

Decision Sought

That Members note the following update on red tape reduction reforms.

Background

On the 3 June the Government introduced the Building and Construction (Regulatory Reform Amendment) Bill into Parliament under the narrative of removing “unnecessary red tape and over regulation”. This Bill, which at the time of writing has passed the Lower House unamended, will be the first in a number of changes to our regulatory system coming as a result of the Red Tape Reduction Project, which was commenced back in 2018. A final report from this Project has not been released.

In early March LGAT was asked to provide some initial informal comment on a confidential suite of potential initiatives the Government was considering. We sought feedback from a small group of council Development Services Managers and General Managers to inform our response. In early June LGAT was advised of the Government’s intention to introduce their initial priority changes into Parliament with less than a weeks’ notice.

In summary, the Bill included the following changes:

1. A new requirement for minor amendments of permits to be assessed in 28 days;
2. A reduction in the timeframe a planning authority has to determine if a response to an information request has been satisfied from 14 days to 5 business days;
3. Establishing a requirement for councils to issue an invoice for planning application assessment fees within 4 business days of receiving an application, otherwise the statutory clock starts automatically at 5 business days. If the council issues an invoice within the 4 business days, then the clock starts on the day that they are paid (no changes from the current situation). Councils will be able to issue an invoice if they miss the 4 day timeline, which will provide the applicant with 21 days to pay before the clock stops.
4. Introducing provisions putting requirements on TasNetworks to give advice about development applications; and
5. Introducing the ability to make Regulations setting out timing, design and connection requirements on water and sewerage approvals.

LGAT has indicated to the Government directly, via the Parliamentary debate and publicly via a number of Opinion Editorials, that the failure to appropriately engage on the first tranche of these reforms was not appropriate and that for future stages a return to the traditional consultation processes is required.

Budget Implication

Currently being undertaken within existing resources.

Current Policy

Strategic Plan

Facilitating Change

Building Local Government's Reputation

Fostering Collaboration

3.4 COVID-19

Contact Officer – Dion Lester

Decision Sought

That Members note the significant activity undertaken in supporting councils to navigate the COVID-19 pandemic.

Background

The COVID19 pandemic has impacted every Australian home, business and community. Even for those who remained in work, the associated uncertainty and changes to our way of life have had an impact. COVID-19 will continue to influence how we operate for a long period after people start to resume social contact and work.

At the commencement of the pandemic in Tasmania, LGAT pivoted its activity to become heavily focussed on supporting councils in dealing with the new challenges. This involved a number of specific activities, outlined below, and perhaps most significantly, being an information conduit (or in many cases filling information gaps) between State Government and Councils.

Some of the LGAT activity to support councils in responding to COVID 19 included:

- Engaged with the sector through the General Meeting to get in principle agreement on relief measures;
- Advocated on Local Government matters to be covered in the COVID – 19 Disease Emergency Act and subsequent notices;

- Provided templates and council support in preparing Pandemic Plans and Business Continuity Plans, including one on one work with a number of councils to support them in preparing plans;
- Distributed information including updates from the Public Information Unit and Premier's daily update;
- Responded to numerous council's specific requests on interpreting Public Health notices at the local level;
- Signage and social media collateral for website etc;
- Speaking notes for Mayors;
- Met with the Audit Office to discuss the pandemic impact on councils' future financial performance;
- Had direct input to State Government actions and policy via our presence at the State Control Centre;
- Collected and collated information on relief measures, financial and staffing impacts. Regularly updated publication of relief measures by council;
- Developed a COVID webpage, a central point of information on our website for members and for others seeking information about how councils are responding to COVID-19 by implementing a range of relief measures;
- Met with the Premier and Minister for Local Government and ensured regular engagement with Members by Minister;
- Reviewed the Commercial Leases legislation;
- Developed tools such as a model hardship policy, commercial ratepayer hardship policy, template hardship application, remote meeting guidelines and returning to face to face meetings;
- Provided regular advice on a range of matters to Mayors, General Managers, Communication Officers etc;
- Support in development of and sharing Safe Business Plans;
- Advocated to the Federal and State Governments around funding, policy, legislation and recovery;
- Supported statewide advertising around rates payments to councils;
- Sought to build recognition of the support councils are providing through our publications, op eds, letters etc; and
- Advocacy on limiting the role of Environmental Health Officers in Safe Business Plan compliance.

Given the stage we are currently at - with easing of restrictions and no active cases of COVID-19 in Tasmania (at the time of writing), it is expected that LGAT will return to our typical work

program of supporting of the sector via delivering on our Annual Plan and sector endorsed motions.

Budget Implication

This work was undertaken within existing resources noting it consumed a significant component of LGATs resources, meaning some policy areas were not substantially progressed during the period.

Current Policy

Strategic Plan

- Facilitating Change
- Building Local Government's Reputation
- Fostering Collaboration
- Promoting Financial Sustainability
- Developing capacity and capability to deliver

3.5 Economic and Social Recovery after COVID 19 * **Contact Officer – Katrena Stephenson**

Decision Sought

That the Meeting note the paper on the Premier's Economic and Social Recovery Advisory Council.

Background

The State Government has established the Premier's Economic and Social Recovery Advisory Council (PESRAC) to provide advice to the Premier on strategies and initiatives to support the short to medium and, the longer-term recovery from COVID-19.

PESRAC's work will focus on making recommendations on measures that can be implemented by Government, the community and the private sector to mitigate the impacts of COVID-19 and recover from it.

PESRAC is chaired by former Secretary of Treasury, Don Challen with other members comprising Rufus Black, Dale Elphinstone, Tim Gardner, Kym Goodes, Samantha Hogg, Leanne McLean, Paul Ranson and Brett Torossi.

The first task for the Council has been to provide advice to the Premier by July 2020 on the status of the challenges and issues that Tasmania faces due to COVID-19 and potential immediate actions and initiatives.

Information was sought from a range of peak bodies including LGAT on a series of questions:

- What impacts are currently being seen by your sector or members (including clients/households/individuals as relevant in your context) and what impacts are anticipated in the coming weeks and months?
- What factors are likely to shape the medium and longer-term impacts for your sector/members?
- What data or information can currently be provided to the Council on the nature and magnitude of impacts for your sector/members?
- What mitigation measures are currently in place that aim to address these impacts?
- What impacts are not being mitigated or for which there is no plan in place to mitigate?
- What responses, both within the sector and more broadly, are front-of-mind and over what timeframes - what should be stopped, what should continue and what should be started?
- What would help create or build business/consumer/community confidence?
- What would help your sector/members re-employ where there have been reductions in jobs, or grow employment levels?

LGAT's submission to Phase 1 is provided at **Attachment to Item 3.5**.

In parallel LGAT has been developing a second submission, a proposal for Local Government's role in recovery. This paper will talk about the opportunities that arise from disruption and the value of placed based responses and recovery. It will outline opportunities to leverage off the currently funded Health and Wellbeing Project and look at how learnings from COVID can be fed into our 21st Century Councils Project to build resilient councils. A key aspect will be a proposal around a Circular Economy, to be led and delivered by Local Government facilitating the growth in a circular business ecosystem in Tasmania. The Paper will be circulated to councils once complete.

Budget Implication

Does not apply.

Current Policy

Strategic Plan

Facilitating Change

Building Local Government's Reputation

Fostering Collaboration

Promoting Financial Sustainability

Developing capacity and capability to deliver

3.6 Stormwater and Urban Drainage

Contact Officer – Michael Edrich

Decision Sought

That Members note the report on stormwater and urban drainage.

Background comment

Since late 2019, LGAT has been investigating the state of play of stormwater management in Tasmania. Several confluent reasons triggered this work:

- The approaching end of the six-year period under Section 10 of the *Urban Drainage Act 2013* (UDA) for councils to develop a stormwater system management plan;
- Enquiries by the Department of Primary Industries, Parks, Water and Environment (DPIPWE), Water Policy section, with regards to progress and Local Government experience in stormwater system management planning, the UDA and stormwater matters in general;
- The impending loss of a stormwater management code for southern councils once the Tasmanian Planning Scheme is implemented in those municipalities; and
- Increasing enquiries from council planners, engineers and stormwater professionals with regards to stormwater issues generally.

LGAT undertook a survey of councils to understand how stormwater management and regulations were working for them. Respondents from 16 councils provided valuable and detailed information and included engineers, planners, asset managers and infrastructure managers/directors. The survey found generally that:

- Councils are generally well progressed with developing their stormwater system management plans but only one council recorded completing this work;
- More than half of respondents felt that the powers provided under the UDA and other acts are not sufficient to properly manage stormwater in their municipality;
- Only two respondents (11%) reported that the single clause 6.11.2 of the State Planning Provisions allowing councils to impose stormwater conditions on planning permits is sufficient for properly managing stormwater, more than half reported that it is not sufficient while one-third of respondents were unsure if it met their needs; and
- Respondents overwhelmingly felt that there are gaps in the overall legislative framework that impact councils' ability to adequately manage stormwater in their municipalities.

Council respondents had much to say about the nature of issues they face in stormwater management. These issues are numerous and complex and span at least two acts (the UDA and the *Land Use Planning and Approvals Act 1993*) and relate to others, but include issues such as:

- Insufficient management powers;
- Insufficient enforcement powers, including:
 - Enforcement must be taken to court, which is difficult and expensive;
 - Penalties are modest, often not meeting the cost of rectifying substandard work being investigated; and
 - No abatement notice process.
- Poor interface with private property and its stormwater impacts on public infrastructure networks;
- No clear ability to accept developer contributions in lieu of works/headworks charges and limited financing options in general;
- No ability to recoup costs from new or upsized infrastructure installed to benefit future development or third-party land (including schemes of construction); and
- Lack of a stormwater code to inform development design can force councils to issue conditions blindly, resulting in developers applying impractical or even risky solutions (think poorly located dams or detention basins), or conditions forcing unreasonable solutions tantamount to refusal.

LGAT has met with DPIPWE representatives to discuss the issues. DPIPWE officers were understanding and willing to explore practical and achievable ways to support stormwater management issues. Because the overall issues span or relate to several pieces of legislation, the issues need to be categorised and triaged to appropriately direct work.

Concurrent to this, a number of council personnel from across the state have initiated a collaboration to work on stormwater issues, but particularly to help inform responses to the loss of a stormwater code and to support council conditioning of planning permits. The collaboration includes personnel from the Derwent Estuary Program, NRM North, LGAT and some members of IPWEA Tasmania. LGAT is assisting by supporting communication and engagement between council staff, as well as offering to host any produced documents (subject to approval) on the LGAT website, appropriately situated alongside other development documentation.

Budget Impact

Being undertaken within current resources.

Current Policy

Strategic Plan

Facilitating change

Fostering collaboration

Promoting financial sustainability

Developing capacity and capability to deliver

3.7 Development Standards Documentation Contact Officer – Michael Edrich

Decision Sought

That Members note the report on development standards documentation.

New and Updated Documents – Tasmanian Municipal Standards

The Tasmanian Standard Drawings have been supporting councils since 2013 with depiction of a range of common construction standards. For the first time, the Standard Drawings have been updated, reflecting a range of council requested changes.

In addition, it had been noted that the Standard Drawings needed a complementary written description of specified requirements that are difficult to show in the Drawings. Because of this, LGAT commissioned work, with project management and technical review by the Institute of Public Works Engineers Australasia (IPWEA Tas), to develop the Specifications document.

Together, these two key and complementary documents, the Specifications and Standard Drawings, form the Tasmanian Municipal Standards and are now available for use by councils on the LGAT website⁴. Please inform your engineering and development staff of these new documents.

Superseded versions of documents will be retained and available publicly on the LGAT website.

Tasmanian Subdivision Guidelines Review Project

In 2013, LGAT, Member Councils and IPWEA Tas collaboratively produced the Tasmanian Subdivision Guidelines, hosted on LGAT's website. The Guidelines provide the standards for the development of new subdivisions, overwhelmingly undertaken by private businesses and involving private construction of public infrastructure that ultimately councils will be required to maintain.

In collaboration with IPWEA Tas, LGAT has initiated a review of the subdivision guidelines and sought tenders from consultants to complete the work. After reviewing tenders and further negotiations with the preferred supplier, a consultant has been engaged and work will begin shortly. We will report regularly on the project at significant milestones.

⁴ See: <https://www.lgat.tas.gov.au/member-services/policy-and-projects/engineering-local-government-standards-and-guidelines>

In late 2018 council General Managers agreed to contribute \$500 per council per annum to cover development and upkeep of the documents above, particularly the Tasmanian Subdivision Guidelines review. However, LGAT is sensitive to the financial predicament that the COVID-19 pandemic has placed upon councils. Because of this, rather than invoicing councils for this work in 2020, LGAT is choosing to use its balance sheet to contribute the entire \$14,500 of council subscriptions for the year. Although only a small saving for each council, it is a significant contribution for LGAT and in the spirit of collaborative contribution in the face of an emergency.

Budget Impact

LGAT is contributing \$14,500 to develop the documents.

Current Policy

Strategic Plan

Fostering collaboration

Promoting financial sustainability

Developing capacity and capability to deliver

3.8 Emergency Management

Contact Officer – Georgia Palmer

Decision Sought

That Members note the report on emergency management activities.

Background

Significant activity has been occurring in the emergency management sphere in recent times. Much of this work has focused on responding to COVID-19 and a separate brief has been prepared on this activity. This brief aims to update and inform members on the status of other emergency activity at the Federal, State and Local level.

Federal Government Policies

Royal Commission into National Natural Disaster Arrangements

This Royal Commission was established on 20 February 2020 in response to the extreme bushfire season of 2019-20. The Commission is examining coordination, preparedness for, response to and recovery from disasters, as well as improving resilience and adapting to changing climatic conditions and mitigating the impact of natural disasters.

The Commission will deliver a final report at the end of August 2020.

At the time of writing, LGAT was developing a submission in response to the Commission's issues paper on the role of Local Government in preparing for, responding to, and recovering from natural disasters.

National Partnership Agreement for Natural Disaster Risk Reduction Grant Program (NDRRG) 2019-24

As a result of a reduction in funding under the National Partnership Agreement the State Government is proposing to modify the grant program. The new NDRRG will be structured in a similar manner to the previous NPA grant program and will involve distribution of funding focussed on risk reduction initiatives delivered by state agencies, Local Government and volunteer groups.

At the time of writing the implementation plan for the program was with the Tasmanian Minister for Police, Fire and Emergency Management and once signed it will be provided to the Commonwealth for finalisation.

It is hoped that the program will open in late June/early July. Applications will need to align with the National Risk Reduction Framework and the Tasmanian Disaster Resilience Strategy.

Tasmanian Municipal Emergency Management Guidelines

LGAT and the State Emergency Service were successful in receiving grant funding to update the 2010 Municipal Emergency Management Guidelines to support Municipal Emergency Management Committees in fulfilling their roles and responsibilities under the *Emergency Management Act 2006*. The Guidelines have incorporated the plethora of changes to the emergency management arrangements since 2010 including changes to the Act, risk assessment, and relief and recovery arrangements.

The guidelines are supplemented by a suite of videos focused on Tasmania's Emergency Management Arrangements, risk management, the role of the Municipal Emergency Management Committees, recovery and community engagement. A number of council officers and officials participated in the videos.

The Guidelines will be launched at the end of June and provide a great resource for people involved in Municipal Emergency Management Committees and those who wish to get a better understanding the role and responsibilities of the Committees.

State Government Policies and Projects

Tasmanian Emergency Management Training

The Tasmanian Emergency Management - TasEMT project has just been completed, with the launch of the suite of online training resources. The educational units support emergency management workers to gain knowledge and skills to effectively carry out their roles and is an excellent resource for council officers who have an emergency management role.

LGAT was a key partner in the project, as a member of the steering committee and in the development of a suite of videos to support the training. A number of council officers also provided expert advice in the development of the training content.

The training is available free on the [SES website](#).

It is expected that this training will be expanded in years to come to include more online modules and resources, which will further build the capability and capacity of people with emergency management responsibilities in Tasmania.

Budget Implications

Does not apply.

Current Policy

Strategic Plan

Facilitating Change

Developing capacity and capability to deliver

3.9 Energy

Contact Officer – Georgia Palmer

Decision Sought

That Members note the report on energy policy and projects.

Background

LGAT continues to actively engage in energy policy and provide project management support to councils to assist them in realising savings. This brief provides members with an update of the work occurring in this area.

Great Southern Lights Project

The Great Southern Lights LED street lighting project continues to progress well with Central Coast Council and Kingborough Council in the stage of practical completion. Tasman Council is complete, Sorell and Brighton are near completion and Clarence is progressing well. As of 11 June 2020, 4,499 lights have been replaced. The project should be completed for all participating councils in the coming weeks.

Other Street Lighting Activities

Faulty LED Lights Process

A significant number of councils in Tasmania have participated in LED replacement projects over the past few years. As a result, many councils now own LED streetlights in the network. Under the current arrangements the lights are maintained by TasNetworks as part of the contract lighting tariff. The tariff does not cover the replacement of the light on failure. As such, a negotiated service must be entered into with TasNetworks or another provider should the light fail. As the lights are currently relatively new, they are covered by the warranty owned by the councils.

LGAT is currently working with TasNetworks and Councils to develop a process to manage the replacement of the lights. TasNetworks have put forward a proposal to councils which is under consideration. TasNetworks are keen for all councils to agree to the same process around replacement and LGAT is convening a meeting with councils in the current weeks to discuss the offer provided by TasNetworks.

Street Lighting in New Subdivisions

Recent consultation with councils has identified that there is an opportunity to improve a number of areas of the process around installing and activating street lighting in new subdivisions.

This work includes improvements to the timing for installation and activation, where the current process is time consuming and slow. An alternative process has been scoped, which TasNetworks are currently considering.

Another improvement involves the tariff selection. Currently when lights are installed and activated in new subdivisions the lights are automatically put onto the public lighting tariff. This means that some councils will have a mix of LED lights on public and contract tariffs. It would be preferable for councils to have a choice over which tariff to move new lights onto and TasNetworks has agreed to explore the option of allowing councils to choose to move onto contract tariff. Noting that councils would need to pay the capital cost of the light.

LGAT is also exploring, in consultation with councils, the option of an infrastructure fee to include light costs as part of broader developer fee review. This would put the cost of the light onto the developer as is the case in most other jurisdictions.

Service Level Agreement for Streetlighting

LGAT undertook a significant amount of advocacy work on Street Lighting as part of the TasNetworks pricing reset for 2019-24 through the Australian Energy Regulator (AER). As a result of this work, the AER rejected the TasNetworks pricing reset for street lighting and

required a cap on overhead costs. The AERs determination also recommended that councils and TasNetworks work together to develop a service level agreement for Street Lighting.

An agreement would increase transparency to customers around what the various tariffs cover in terms of service.

LGAT is currently undertaking some background research examining service level agreements for street lighting in other jurisdictions and will work with TasNetworks and a council working group to develop a draft service level agreement for review.

Budget Implications

Does not apply.

Current Policy

Strategic plan

Facilitating change

Promoting financial sustainability

3.10 Environmental Health Officer Workforce Strategy Project

Contact Officer – Lynden Leppard

Decision Sought

That Members note progress of the Environmental Health Officer (EHO) Workforce Development Project

Background

The EHO Project is a response to the difficulties that Tasmania's 29 councils are experiencing in attracting and retaining an appropriately skilled EHO workforce. Local Government is the largest employer of EHO's in Tasmania and they play a critical role in protecting the community, the environment and the economy. Profiling the workforce, analysing current barriers and enablers of EHO workforce capacity, and developing an evidence base to inform a shared strategic response are key elements of the project.

The scope and methodology have been developed by a collaborative inter-sectoral project management team consisting of members from LGAT, UTAS, Environmental Health Australia, the Environmental Protection Authority, Environmental Health Officers, UTAS and the Department of Health.

Included in the approach are a literature review, online surveys, interviews, and consultation with key industry stakeholders. Work is being undertaken by Professor Roger Hughes of the UTAS College of Health and Medicine.

Council EHO and senior manager consultation has taken place during April and May and a first draft of the report recently delivered. Additional stakeholder consultation and a review of the challenges emerging as a result of COVID-19 and the recovery phase is currently being completed to inform the final report.

The final report will include a portfolio of strategy options based on final recommendations.

Budget Implication

LGAT contributed \$10,000 to the project in addition to a significant in-kind contribution to the management and delivery of the project.

Current Policy

Strategic Plan

- Facilitating Change
- Fostering collaboration
- Promoting financial capacity
- Developing capacity and capability to deliver

3.11 National Local Government Agenda **Contact Officer – Katrena Stephenson**

Decision Sought

That Members note the report on national advocacy.

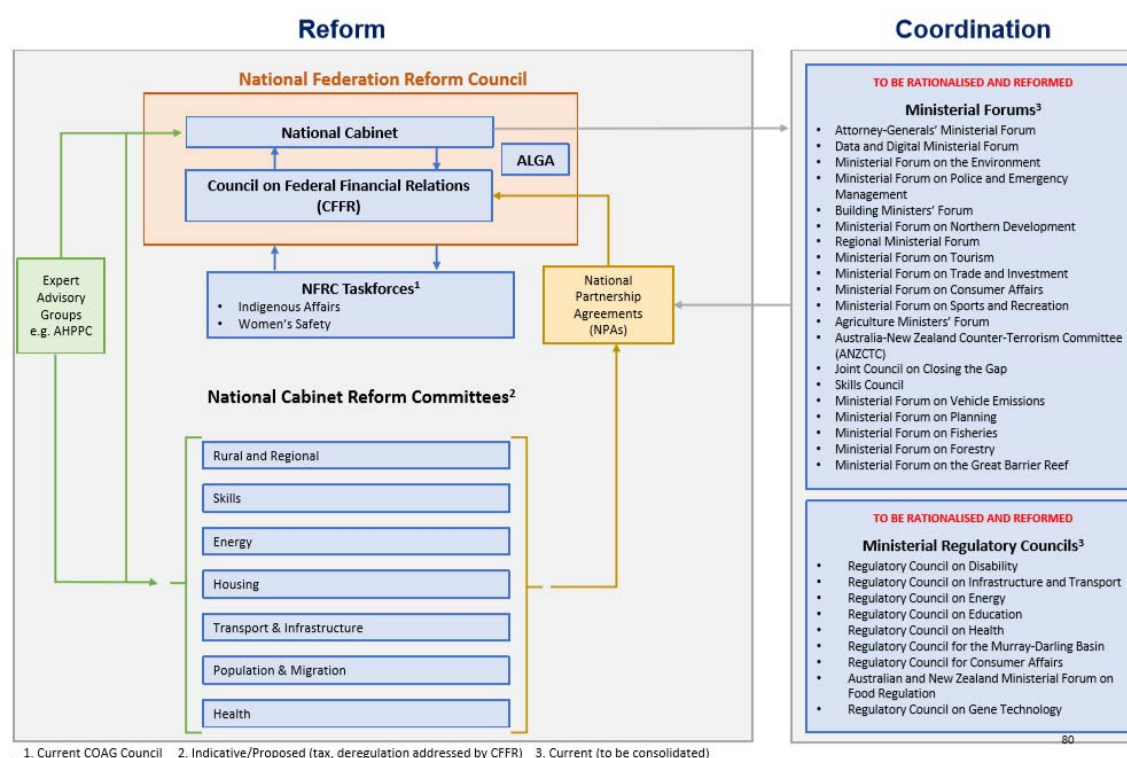
Background

The Australian Local Government Association (ALGA) Board have been meeting regularly and informally during the COVID emergency period with a formal Board Meeting on 11 June, 2020.

As with all of us, the period since the March Board Meeting has been dominated by the impact of the pandemic both at a sector level and an operational level (e.g. cancellation of the National General Assembly).

A key challenge over this period has been the exclusion of Local Government from National Cabinet and from Federal Government assistance programs (such as JobKeeper and childcare support) despite vigorous advocacy through the President and Secretariat. This exclusion has

persisted and on 29 May 2020 the Prime Minister announced the abolition of COAG and a permanent National Cabinet at which ALGA would not be a member. Following swift advocacy by all State Presidents as well as ALGA, this was softened somewhat to provide for a once a year gathering of Premiers, Treasurers and the President of ALGA as part of the National Federation Reform Council (NFRC). A number of committees will be established under the NFRC and is expected that ALGA will have a role on many of these structures (which will replace Ministerial Councils). For example, Rural and Regional; Housing; Transport and Infrastructure and Population and Migration.



ALGA had success however with regard to advocating for a Federal stimulus program and were able to broaden the coverage to include community infrastructure as well as roads and transport infrastructure. Tasmanian councils will collectively receive approximately \$16million.

Regrettably ALGA have had to defer holding the National Roads Congress in Tasmania in November because of the risks to arrangements should there be continued border restrictions. The Roads Congress will move to Wagga and be held in Hobart in 2021.

ALGA has participated in the Local Government Ministers' roundtables and all associations have provided data and raised issues for those meetings. LGAT has had success in escalating issues related to council owned airports through those meetings and to the Deputy Prime Minister.

Budget Implication

Does not apply.

Current Policy

Does not apply.

3.12 LGAT Procurement

Contact Officer – Deborah Leisser

Decision Sought

That Members note the following update on procurement support for Councils.

Background

LGAT Procurement aims to help councils undertake best practice procurement and deliver value for money for their communities. Currently, LGAT Procurement offers 27 panel arrangements covering a broad range of goods and services areas (see below). These arrangements are developed, established, and managed by Local Government procurement experts and are designed to meet probity requirements.

Purchasing through these arrangements saves councils significant time and money both on the cost of goods and services and also via reducing administrative burden around the purchasing process. Purchases, for example, may be made through these arrangements via a Request for Quotation process rather than a full tender process (even for goods and services estimated to be above the tender limit). This is because a tender process has already been undertaken to appoint suppliers to the panels.

LGAT Procurement is able to offer these arrangements in Tasmania because it is a member of the National Procurement Network (NPN) and has developed close partnerships with a number of Local Government procurement organisations including Local Buy in Queensland, the Municipal Association in Victoria, and Local Government Procurement South Australia.

LGAT Panel Arrangement Activity For 2019/20

Panel arrangements in place are -

- Asset Management Service
- ICT Solutions and Services
- Business Management Service
- Motor Vehicles
- Call Centre and Customer Admin Services
- Recruitment – Permanent
- Chemical Supply

- Smart Cities Connected Communities
- Clothing, Workwear and PPE
- Specialised Trucks and Bodies
- Engineering and Environmental
- Street Lighting Hardware Installation Services
- HR and Employee Services
- Street Lighting Installation Project Management
- Road, Water, Sewerage and Civil Works
- Telecommunications
- Spare Parts and Associated Services
- Trucks
- Fuels and Lubricants
- Tyres, Tubes, Automotive, and Marine Batteries
- Hardware
- Mobile Garbage Bins
- Park and Playground Equipment
- Plant Machinery Equipment
- Office Supplies, Products, Equipment
- Project Management Consultancy (Construction)
- Pipes, Relining, Pumps, Meters and Pre-Cast Concrete

Over the 12 months to end March 2020, the key LGAT panel arrangements used were:

- Hardware (used by 23 councils, total spend of \$228,877);
- Plant Machinery Equipment (used by 22 councils, total spend of \$4,960,394);
- Telecommunications (used by 13 councils, total spend of \$1,018,530).
- Corporate Clothing, Workwear and PPE (used by 13 councils, total spend of \$56,003);
- Trucks (used by 10 councils, total spend of \$3,179,337); and
- Tyres (used by 10 councils, total spend of \$69,734).

Spend And Savings Through LGAT Panel Arrangements

Council spend under the contracts exceeded \$13.8 million in the 12 months to end March 2020, this represents a 139% increase in spend compared to the 12 months to end March 2019 (\$5,812,903).

The total estimated savings for councils over the 12 months to end March 2020 was in excess of \$2.5 million. This can be broken into direct (\$2,085,916) and indirect (\$417,000) savings⁵ and

⁵ Direct savings being the estimated savings on item price (i.e. discounts). Indirect savings being the estimated savings as a result of streamlined procurement processes (i.e. a request for quotation rather than tender).

represents a 125% increase in savings compared to the 12 months to end March 2019 (\$1,107,657).

In addition to the total estimated savings, councils saved approximately \$819,000 on public lighting during the 2019/20 financial year.

Subscriptions

The statewide total for LGAT subscriptions for 2019/20 amounted to \$1.2 million, savings under the contracts more than doubled this amount. Fourteen councils made savings through the LGAT panel arrangements that were sufficient to fully offset their LGAT annual subscriptions and a further five made savings that covered more than 50% of their LGAT annual subscription.

Council and Supplier Engagement

LGAT is working to embed partnerships and increasingly engage both councils and suppliers in LGAT Procurement processes. Councils, for example, have been given the opportunity to participate in evaluation processes, to assist in developing specifications, and to advise of suppliers where appropriate for upcoming tenders.

LGAT has recently hosted a series of supplier meetings, as well as two council workshops and a civil works contract briefing. These engagements are in addition to the advice we provide both suppliers and councils on an as needs basis, since January, eight councils and sixteen suppliers have sought advice from LGAT in relation to procurement (often on more than one occasion).

Our engagement with councils and suppliers to date has produced positive outcomes in relation to LGAT Procurement. It is anticipated that with increasing council and supplier engagement, savings accrued by councils will continue to increase.

Budget Implications

LGAT Procurement operates within existing staffing arrangements.

Current Policy

Strategic Plan

- Fostering collaboration
- Promoting financial sustainability
- Developing capacity and capability to deliver

3.13 Health and Wellbeing Project

Contact Officer – Lynden Leppard

Decision Sought

That Members note the two-year extension of funding for the LGAT Community Health and Wellbeing Project.

Background

The funding period for the current Local Government Community Health and Wellbeing Project concludes at the end of June 2020. Supporting councils to further develop their capacity to deliver health and wellbeing initiatives has been a major focus of the 2017-20 Project.

The funder of the Project, Public Health Service (PHS) in the Department of Health, has committed to continuing the Project for another two years. This will enable LGAT to build on the learning and momentum developed so far. The funding agreement is in the final stages and the Project Plan is almost complete.

Research conducted by Professor Roger Hughes, School of Public Health UTAS, into the nature of the Local Government community development and health and wellbeing workforce will inform this next stage of our work. Collaboration with council stakeholders will be an important element of the research methodology, with practical actions to be developed through co-construction with council officers.

Funding will also be available to continue support for individual council projects and professional learning.

Budget Implication

The Health and Wellbeing Project is funded by the Department of Health, although LGAT is also providing significant in-kind support.

Current Policy

Strategic Plan

- Facilitating Change
- Fostering collaboration
- Promoting financial capacity
- Developing capacity and capability to deliver

2019-20 Priority

- Support councils' health and wellbeing outcomes through the Health and Wellbeing Project

3.14 Communication, Events and Professional Development

Contact Officer – Kate Hiscock

Decision Sought

That Members note the update which provides an overview on LGAT's communications and professional development activities for the reporting period.

Communications

Pulse

The latest issue of LGAT's newsletter the Pulse was released on 18 June (read [here](#)). Pulse is distributed to all Members and other subscribed stakeholders, providing a monthly update of LGAT activities and news. You can subscribe to the Pulse [here](#). Please check you inbox to ensure you are receiving the Pulse and that it is not going to spam or junk mail which sometimes occurs with large group mailouts.

LGAT Monthly Activity Report

LGAT monthly activity reports are issued in the Pulse and available on the LGAT website [here](#). Line item detail behind the reporting dashboard is available on request.

LGTas

The next edition of LGTas will be circulated the week beginning Monday 23 June. This is a special edition which has a focus on COVID-19 activities and initiatives being undertaken by councils throughout Tasmania. A small print run of approximately 65 will be sent directly to all State and Local Federal Members of Parliament. The digital run goes to approximately 1200 recipients including key LGAT Stakeholders, peak and industry bodies, and sponsors. Previous issues of LGTas are available [here](#).

Social Media

LGAT continues to promote achievements, issues and opportunities through our social media accounts on Twitter (@LGATasmania) and [Linked In](#).

Overview of Activities

Proactive communication activities since the last General Meeting include:

- [LGAT COVID-19 Webpage](#)

This webpage was created to highlight the activities being undertaken by Councils and includes the Council Support Measures document, links to media releases in response to COVID-19, resources for Members and other policy issues such as increased household waste.

Current resources include a remote meeting guide, template financial hardship form with commercial hardship addendum, template financial hardship policy and most recently the LGAT council meeting plan and COVID-19 safety plan guide.

Links to the [LGAT COVID-19 Webpage](#) are included on the [State Government Coronavirus Website](#) and the [Business Tasmania Website](#).

- **Premier briefing updates**

Throughout the pandemic LGAT provided a summary of key messages and links to essential information following each of the Premier's daily live streamed press conferences. This was provided to all Mayors, Communications teams, Municipal Emergency Management and Recovery coordinators and GMC.

- **Liaison with State Government COVID-19 Public Information Unit (PIU)**

During the pandemic LGAT has been playing a key liaison role between councils and the PIU to enable essential community messages to be distributed and promoted in a timely way. This has included signage for playgrounds and other spaces, social media tiles and information about events such as mobile testing. LGAT has been able to have a number of bespoke Local Government design requirements undertaken by the PIU which has helped with consistency of messaging and assisted those councils without design capacity.

- **Community Champions and messages for community leaders**

LGAT facilitated councils sharing details of local community champions to assist the PIU with community targeted messaging. LGAT has also distributed key messages each week, developed by the PIU for community leaders to Mayors, Communications teams, Municipal Emergency Management and Recovery coordinators.

- **Essential COVID-19 information flyers for North West Community**

LGAT assisted with the development of a COVID-19 information flyer distributed to all NW residences during the NW outbreak. A generic flyer was also distributed to all other councils with the offer of State Government payment for printing.

- **Variable Message Board Coordination**

LGAT liaised between the PIU and councils to apply consistent community messaging across State Government and council owned roadside variable message boards. This was particularly important, during the stay home directive.

- **LGAT communications channelled COVID-19 Member queries** into the Policy Team's liaison process with the State Control Centre.

Media

- LGAT frequently receives and actions media queries.
- Newspaper Advertorial 6 April "a [Message from Local Government in Tasmania](#)"
- Media releases:

- Additional Roads and Community Infrastructure Funding for Local Government Welcomed: 22 May. Read [here](#).
- Local leaders present united front in push to guarantee councils continue to have a seat at the national decision-making table: 29 May. Read [here](#)
- Opinion Editorials:
 - Councils are supporting their communities while shouldering a share of the COVID-19 burden: 20 April. Read [here](#). (Published Examiner and Advocate)
 - Red Tape Reduction - Red tape is not (nor should it be) the defining characteristic of our planning system: 11 June. Read [here](#). (Published Examiner and Advocate)
- Radio
 - ABC Northern: Council Response to COVID-19, 30 April (President)
 - ABC 936: Amalgamation and COVID-19, 20 May (President)
 - ABC and HOFM: Federal Roads and community infrastructure funding (President)

Events and Professional Development

Key Events And Training Activities Since Last Meeting

- Professional development workshops on data availability and analysis were held in Hobart and Devonport on 3 and 4 March. In Hobart there were 19 attendees and in Devonport there were 4.
- LGAT Procurement Workshops were conducted on 16 and 17 March with 23 attending in Hobart and 10 in Deloraine.

Due to COVID-19, the following face to face Training and Development opportunities have been postponed:

- Mayor's Professional Development Day, originally scheduled for 26 March, Devonport
- Emergency Management Forum, originally scheduled for 28 April, Campbell Town

LGAT Annual Conference

The 108th LGAT Annual Conference originally scheduled for July 2020 was cancelled as a result of the COVID-19 Pandemic. LGAT made this decision in response to directives from Federal and State Governments and in the best interests of the safety of our members and the wider community. This was communicated to members in April.

LGAT is working with Wrest Point to have the LGAT Annual Conference return in July 2021.

Life Member Awards

As the LGAT Conference is unable to run this year, LGAT is currently preparing a special event for our Life Membership Awards presentation as these are usually awarded at the Annual

Conference Dinner. This will be a small gathering of award winners, their families and representatives from their councils and invitations are being sent directly to participants. However, LGAT will also be videoing this event to enable other members to see the awards. The video will be played at the conclusion of the General Meeting.

June Webinar

On Thursday 25 June LGAT is hosting a free webinar for members. This webinar is designed to provide guidance, inspiration and takeaway learnings in response to the COVID-19 pandemic and is titled 'Leading in a time of a Pandemic'. The Webinar will be hosted by LGAT CEO Dr Katrena Stephenson and LGAT President Mayor Christina Holmdahl. Guest speakers include:

- An address from the Hon Peter Gutwein, Premier of Tasmania;
- Mathew Healey, Director, Policy and Sector Performance, State Government;
- Professor Libby Lester, The University of Tasmania, The Tasmania Project;
- Mayor Bec Enders and Sarah Wilcox, Huon Valley and Kingborough Councils; and
- David Dilger, Edge Legal's, specialist employment and safety lawyer and co-founder at Edge Legal.

The webinar is ideal for Elected Members, Human Resources, General Managers, Emergency Management, Communications and Recovery Officers.

The webinar is proving popular with over 100 registrations to date.

Future Events

LGAT is monitoring COVID-19 activities closely. As such LGAT will be hosting a series of monthly webinars while the capacity to hold face to face events remains limited. These topics will address a broad range of Local Government needs and will be advertised as details are finalised.

LGAT is also planning for the following events. The final events formats will be determined based on COVID-19 impacts and member needs:

- Young Elected Member Network;
- Mayors' Workshop;
- General Managers' Workshop;
- September General Meeting; and
- December General Meeting

Current Policy

LGAT Strategic Plan

Building Local Government's reputation

Fostering collaboration

Developing capacity and capability to deliver

4 OTHER BUSINESS AND CLOSE

4.1 Life Membership of LGAT

Decision Sought

That Members note the President's advice on the awarding of LGAT Life Memberships.

The GMC have confirmed LGAT Life Membership to two nominees.

The Awards will be announced at the General Meeting.



General Meeting

Minutes

27 March 2020

**Meeting held via
GOTOWebinar**

326 Macquarie Street,
GPO Box 1521, Hobart, Tas 7000
Phone: (03) 6146 3740
Email: admin@lgat.tas.gov.au
Home Page: <http://www.lgat.tas.gov.au>

**PROCEDURAL MATTERS.
RULES REGARDING CONDUCT OF MEETINGS**

13. WHO MAY ATTEND A MEETING OF THE ASSOCIATION

- (a) Each Member shall be entitled to send a voting delegate to any Meeting of the Association, such voting delegate exercising the number of votes determined according to Rule 16(a).
- (b) After each ordinary Council election, the Chief Executive Officer shall request each Member to advise the name of its voting delegate and the proxy for the voting delegate for Meetings of the Association until the next ordinary Council elections.
- (c) Members may change their voting delegate or proxy at any time by advising the Chief Executive Officer in writing over the hand of the voting delegate or the General Manager prior to that delegate taking his or her position at a Meeting.
- (d) A list of voting delegates will be made available at the commencement of any Meeting of the Association.
- (e) Members may send other elected members or Council officers as observers to any Meeting of the Association.

14. PROXIES AT MEETINGS

- (a) Up to 1 hour prior to any Meeting of the Association, a Member may appoint another Member as its proxy.
- (b) The form of the proxy is to be provided by the Chief Executive Officer and is to be signed by either the Mayor or General Manager of the Council appointing the proxy.
- (c) The Chair of the meeting is not entitled to inquire as to whether the proxy has cast any vote in accordance with the wishes of the Member appointing the proxy.
- (d) Proxies count for the purposes of voting and quorum at any meeting.

15. QUORUM AT MEETINGS

At any Meeting of the Association, a majority of the Member Councils shall constitute a quorum.

16. VOTING AT MEETINGS

- (a) Voting at any Meeting of the Association shall be upon the basis of each voting delegate being provided with, immediately prior to the meeting, a placard which is to be used for the purpose of voting at the meeting. The placard will be coloured according to the number of votes to which the Member is entitled:

| Population of the Council Area | Number of votes entitled to be exercised by the voting delegate | Colour placard to be raised by the voting delegate when voting |
|--------------------------------|-----------------------------------------------------------------|----------------------------------------------------------------|
| Under 10,000 | 1 | Red |
| 10,000 – 19,999 | 2 | White |
| 20,000 – 39,999 | 3 | Blue |
| 40,000 and above | 4 | Green |

- (b) The Chairman of the meeting shall be entitled to rely upon the raising of a coloured placard as the recording of the vote for the Member and as evidence of the number of votes being cast.
- (c) Except as provided in sub-rule (d), each question, matter or resolution shall be decided by a majority of the votes capable of being cast by Members present at the Meeting. If there is an equal number of votes upon any question, it shall be declared not carried.
- (d) (i) When a vote is being taken to amend a Policy of the Association, the resolution must be carried by a majority of the votes capable of being cast by Members, whether present at the Meeting or not.
(ii) When a vote is being taken for the Association to sign a protocol, memorandum of understanding or partnership agreement, the resolution must be carried by a majority of votes capable of being cast by Members and by a majority of Members, whether present at the Meeting or not.
(iii) When a vote is being taken to amend the Rules of the Association, the resolution must be carried by at least two-thirds of the votes capable of being cast by Members, whether present at the Meeting or not.

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** Denotes Attachment*

DRAFT

GENERAL MEETING SCHEDULE

| | |
|---------------|-------------------------------------------------------|
| 9.30 | Coffee and tea on arrival |
| 9.45am | Meeting Commences |
| 10.15 | Mr Craig Limpkin Director Local Government |

Because of the requirements around physical distancing related to the COVID 19 State of Emergency the General Meeting was held electronically via GOTO Webinar. The President acknowledged the unusual circumstances and the difficulty in strictly adhering to LGAT's rules. Voting was conducted through voting delegates electronically raising hands and manual transfer of votes to a spreadsheet which applied weighting.

1. GOVERNANCE

Acknowledgement of Country

The President acknowledged and paid respect to the Tasmanian Aboriginal community as the traditional and original owners and continuing custodians of this land.

Welcome and Apologies

Break O'Day/Southern Midlands

That Items 1.1-1.7 be considered collectively and resolved if no exceptions are raised.

Resolved

1.1 CONFIRMATION OF MINUTES *

Decision Sought

That the Minutes of the meeting held on 6 December 2019, as circulated, be confirmed.

Resolved

Background:

The Minutes of the General Meeting held on 6 December 2019, as circulated, are submitted for confirmation and are at **Attachment to Item 1.1.**

1.2 BUSINESS ARISING *

Decision Sought

That Members note the information.

Resolved

Background:

At Attachment to Item 1.2 is a schedule of business considered at the previous meeting and its status.

1.3 CONFIRMATION OF AGENDA

Decision Sought

That consideration be given to the Agenda items and the order of business.

Resolved

Background:

The Agenda was restructured as follows:

- Items 1-1.7 moved collectively for resolution.

- Item 1.8 Deferred.

- Items 4.1-4.11 moved collectively for resolution.

- Presentation Craig Limkin

- Item 2.1 Deferred

- Item 2.2 – Item 2.4

- Late Item 2.5

- Any other business

1.4 FOLLOW UP OF MOTIONS *

Decision Sought

That Members note the following report.

Resolved

Background:

A table detailing action taken to date in relation to motions passed at previous meetings is at Attachment to Item 1.4.

1.5 PRESIDENT'S REPORT

Decision Sought

That Members note the report on activity from 20 November 2019 to 6 March 2020.

Resolved

Meetings and Events

- ALGA Strategic Planning
- CEO Performance Review Committee
- Charitable Rates Steering Committee Meetings
- Charitable Rates Roundtable
- LGAT CEO regular catch ups by phone or face to face
- LGAT General Meeting
- LGAT GMC Meeting
- Mayor's Workshop
- PLGC Meeting
- Senator Andrew Wilkie
- Senator Jacqui Lambie

Media and Communications

- Advocate re Redress
- Letter to editor Planning Reform
- Letter to editor re Air BnB
- LG Focus
- Mercury re Australia Day Dress
- MR Joint with CCA re MOU
- MR LGAT Year in Review
- MR re IWD Awards
- MR Thanking Outgoing Premier/Congratulating New Premier
- MR welcoming Mark Coulton to General Meeting
- Pulse

1.6 CEO REPORT

Decision Sought

That Members note the report on activity from 20 November 2019 to 6 March 2020.

Resolved

Policy, Projects and Presentations

- LGAT Budget Submission
- Presentation to TasWater Hackathon
- Presentation to Australian College of Health Service Managers
- Event Planning – conference, EM Weekend, etc.
- Charitable Rates Exemptions
- Elected Member Weekend
- International Women’s Day Awards Lunch

Media and Communications

- Pulse, LG Tas and LinkedIn Contributions
- Editor Kingborough Chronicle/ Kingborough AGM
- Letter to audit office re pricing
- News Clippings
- Examiner query re targeted review of Act.
- LGAT Year in Review
- Mercury re General Manager remuneration.
- ABC re stormwater/reuse and code of conduct.
- Individual councilor advice and correspondence.

Meetings, Training and Events.

- Advisor to Minister Shelton
- Ald Ewington Clarence re Health Motion last General Meeting
- ALGA Strategic Planning
- Bullyology re possible LG Program
- Business Growth Strategy Industry RoundTable
- Catholic Care/Centacare Evolve Housing
- CEO TasPlan
- Charitable Rates Steering Committee Meetings and Roundtable
- Chief of Staff and Advisors to Minister Jaensch – waste and planning matters
- Driverless Bus Trial
- General Management Committee
- Glamorgan Spring Bay Council with Director of LG/ Roles and Responsibilities Session
- International Women’s Day Awards Steering Committee and Judging Panel
- Kerry Vincent/Mel Gray re SERDA
- Leadership and Change Consultants re possible LG Program

- LGAT Assist Board Meeting
- LGAT CEO regular catch ups by phone or face to face
- LGAT General Meeting
- LGAT GMC Meeting
- Local Government Professionals Board Meeting
- Local Government Division re rates
- MAV Insurance Board
- Mayor and General Manager Huon Valley re Planning and other matters
- Mayor's Workshop
- Meeting Greater Hobart GMs re waste issues
- Oz Help re resilience training for EM Weekend.
- Performance Review Committee
- PLGC Meeting
- PLGC Officials
- RDA Tas Board Meeting
- Safeguarding Volunteering Steering Committee
- Senator Andrew Wilkie
- Senator Jacqui Lambie
- Stakeholder Catch Up Audit Office
- Stakeholder Appreciation Event
- The Mercury re council advertising

Operations

- TasPlan Session for LGAT Staff
- Performance Review Executive Assistant
- Demonstration of My Interview online tool
- Recruitment for admin officer and project officer.
- Finalized move to modernized staff contracts and new IR suite.

1.7 MONTHLY REPORTS TO COUNCILS

Decision Sought

That Members note changes to the monthly activity report and that this item will be removed from future agendas.

Resolved

Background:

The LGAT monthly activity report was previously emailed to all Members. To streamline reporting and make the LGAT monthly activity report easier to read, it is now presented in a

dashboard format as part of the Pulse monthly newsletter. The detail behind the reporting dashboard is available on request.

1.8 COUNCIL ROUND UPS – DEFERRED TO NEXT MEETING

That Members determine who will present a briefing at the next meeting.

This Item was deferred.

Background comment:

Derwent Valley Council has offered to conduct a brief presentation on a matter that is of interest in their municipality.

The session also allows time for questions and provides an opportunity to briefly share and highlight problems or opportunities facing councils.

2. ITEMS FOR DECISION

2.1 CHARITABLE RATES

Contact Officer – Katrena Stephenson

1. That Members note the report on LGAT's advocacy efforts around securing legislative change to enable equitable rating of Independent Living Units in Retirement Villages.
2. That Members note that LGAT has been unable to secure Government commitment to legislative change.
3. That Members endorse a formal campaign for change, overseen by the Charitable Rates Exemption Steering Committee.

This Item was Deferred to a Future Meeting

Background

In March 2019 Members endorsed the following motion:

That LGAT establish a working group and seek legal advice if necessary, to develop a proposed amendment to section 87 of the Local Government Act, and specifically in regard to the definition charitable purpose, with a view to providing certainty and social equity in the application of rating exemptions.

That LGAT seek a firm commitment from the State Government to commence a review of the rating exemption provisions in the Local Government Act, with amendment to proceed as soon as practicable and ahead of the broader legislative review timeframes.

Since then LGAT has continued to develop a case and advocate for change in relation to the rating of independent living units. The Steering Committee continues to meet regularly, and advocacy has been supported through the engagement of Timmins Ray.

Additionally, the LGAT CEO met with the CEOs of TasCOSS and ACSA (Aged and Community Services Australia) on several occasions to discuss their concerns and to determine whether common ground could be reached. This was considered critical in progressing the matter with the Government. While some progress was made in establishing some common principles, it had become increasingly clear to the Steering Committee that such an approach was unlikely to deliver a successful outcome in time for the budget process for councils for 2020-21. To that end, the President outlined clearly our desired outcomes and timeframe in a letter to the Treasurer, the Minister, TasCOSS and ACSA on the 29 November 2019.

The Government indicated they would like to engage with critical stakeholders at a round table. LGAT made it clear that a round table must include the Treasurer and Minister for Local Government. The round table was to proceed on 20 January but was derailed by the resignation of the then Premier, Will Hodgman. While it was difficult to line up the key stakeholders, particularly with the full diary of the Premier/Treasurer, a meeting connecting the Premier and President in Launceston with the Local Government Minister, LGAT CEO and other stakeholders in Hobart via teleconference, took place on 14 February.

Key matters arising from the meeting were as follows:

- The Premier advised no options (including no legislative change) were off the table but that there were arguments on both sides.
- He wanted any solution to consider the following principles: equitable outcomes, avoidance of cost shifting and broader impacts; transparency, able to stand the test of time, certainty for both sides, consideration of transitional issues.
- The Premier considered that a one size fits all solution was unlikely.
- The CEOs of TasCOSS and ACSA had both moved on and with new representatives at the table for the first time, old ground had to be recovered.
- The Minister for Local Government expressed a clear concern for those who had already bought into retirement village ILUS.
- Working back from the March LGAT General Meeting date it was agreed that a more detailed proposal would be provided to ACSA and TasCOSS to engage with their members on, model and then provide feedback on from their perspective.
- The Charitable Rates Exemption Steering Committee convened and agreed this meant that there would be no certainty ahead of council budgeting and rate setting activities.
- The President wrote to the Premier outlining concerns and seeking an additional urgent meeting with LGAT and foreshadowing that we would be seeking support from Members for a more vigorous campaign for change at the March meeting.

At the time of writing no meeting had occurred with the Premier. Some work has been undertaken with DPAC on a proposed model of change but there has not been internal endorsement or commencement of engagement with providers.

Budget Impact

GMC discussed the possible budgetary impact of a campaign and agreed that if additional funding above that budgeted should be required this should be funded from reserves rather than a call on members at this stage.

Current Policy

As per the March 2019 Meeting resolution.

Strategic Plan:

Promoting Financial Sustainability

Priority Area 2- Support the sector through the next stages of Local Government Reform

2.2 HEADWORKS*

Council – Brighton

Burnie City Council/Kingborough Council

That the motion (2.2) be deferred to be discussed at a later date with some research to be undertaken by LGAT ahead of further consideration.

Carried by Simple Majority

Decision Sought

That LGAT advocate to the State Government and TasWater for the ceasing of the 'headworks holiday' for sewer and water infrastructure.

The Motion has been deferred to a later date.

Background

The Tasmanian Government imposed a 'headworks holiday' for a period of two years with regards to TasWater, which was then extended indefinitely. The primary goal was to facilitate development. However, there are many cases in several municipalities where the opposite is occurring.

The current system creates an untenable 'first mover' cost, which is highly inequitable and is causing key strategic growth areas to sit undeveloped.

This issue was discussed at the November 2019 STCA meeting where it was resolved to write to LGAT (letter and response included at **Attachment to Item 2.2 and 2.2a**).

LGAT Comment

The State Government initially introduced a 'headworks holiday' in late 2014 for a 2-year period. At the completion of this period the TasWater Board determined that it would continue the headworks holiday, and it remains today.

TasWater has indicated that this position is currently under review as part of the development of their Pricing and Service Plan 4 (PSP4) submission, due on 30th June 2020. As part of their preparation of their PSP4, TasWater has developed a specific options paper on developer charges. To inform this options paper, TasWater convened three forums to understand perceptions around their current developer charges approach and role in economic development, through November 2018 to February 2019 in Hobart, Launceston and Devonport. These sessions were attended by representatives from Local Government, State Government, the development industry and associated

professionals. Participants in each of the locations expressed a strong desire for TasWater to reconsider their approach to developer charges.

At the time of writing TasWater was planning to hold further sessions on the 16th and 17th March 2020 in Hobart and Launceston respectively to consider their approach to developer charges and to discuss alternative options. All Tasmanian Councils have been invited to the sessions.

Budget Implications

Does not apply.

Current Policy

Strategic Plan:

Building Local Government's Reputation
Facilitating Change.

2.3 TIMING OF LOCAL GOVERNMENT ELECTIONS

Break O'Day Council/Central Highlands Council

That LGAT member councils ask the State Government to consider reviewing the timing of the next Local Government Elections.

Lost

Background

The next Local Government elections are in October 2022. Earlier that year Tasmanian voters will have also participated in State and Federal elections. It is suggested this may lead to voter fatigue with a negative impact on Local Government voter participation.

It is suggested that a 6-month extension to the current 4 year term be sought with a view to overcoming voter fatigue.

LGAT Comment

2018 also saw three elections in the same year. Voter turnout for Local Government elections was relatively strong however some councils experienced a high informal vote.

If Members are supportive of the concept there is opportunity provided through the Local Government Legislative Review process to progress this position.

Budget Implications

Does not apply.

Current Policy

Strategic Plan:

Building Local Government's Reputation

Facilitating Change.

2.4 NEWSTART *

Brighton Council/City of Hobart

That LGAT Members recognise the low rate of the Newstart Allowance is contributing to an increase of poverty, poor health and homelessness for recipients within Tasmania and that LGAT advocate in writing to all relevant State and Federal ministers that the Newstart rate be increased.

Carried

Background

The rate of the Newstart Allowance has not kept pace with most living costs, especially housing expenses. There are many municipalities in Tasmania where this has a significant impact on the community. In Brighton where the population is younger than average and there is long term disadvantage across a range of measures, such as financial, health, literacy, disability, the effects of the additional strain caused by the low Newstart Allowance can be severe.

The links between financial stress and poverty with poor health, crime, violence and other community issues are well-documented. As the closest tier of government to the community, a key role of local government is to advocate to state and federal government in the interests of their community.

Background is provided at **Attachment to Item 2.4.**

LGAT Comment

While this undoubtedly an issue of community concern it is not clearly aligned to LGAT's functions or strategic priorities.

Budget Implications

Does not apply.

Current Policy

Not aligned with Strategic Priorities

2.5 COVID RELIEF *

That LGAT Voting Representatives agree to take back the following relief mechanisms, to their Council for determination of a formal position on them as soon as practicable from this point in time with a review before 30 June 2020.

Kingborough Council/Burnie City

- 1. No penalties, charges, interest or debt collection for late rates payments and extended payment periods (with such measures in place) until 30 June 2020**

Carried Unanimously

Glenorchy City Council/Burnie City Council

- 2. Rent relief on council owned buildings where tenants are experiencing financial hardship until 30 June 2020.**

Carried Unanimously

Tasman Council/Glenorchy City Council

- 3. A common approach to hardship/assistance policies with LGAT to develop a model policy based on engagement with councils.**

Carried Unanimously

Glenorchy/Brighton

- 4a. Community grants to be refocussed as appropriate to support local business and not for profit recovery or conversion to a digital environment or circular economy until 30 June 2021.**
- 4b. As a means of supporting local business recovery and injecting funds into communities in a timely manner, councils be encouraged to settle creditor invoices within a maximum 14-day timeframe (or sooner), irrespective of normal trading terms.**

Carried Unanimously

Glenorchy City Council/Central Coast Council

- 5. A 0% increase on general rates for 2020-21 but with the ability to increase fees and charges but not at a rate which will exceed the benefits of a 0% increase to general rates.**

Amendment Motion

Dorset Council/Burnie City Council

A 0% increase on general rates, service rates, fees and charges for 2020-21

Amendment Lost

Amendment Motion

Kingborough Council/City of Hobart

A 0% increase on general rates for 2020-21 but fees and charges may be indexed by CPI .

Amendment Carried

FINAL MOTION:

City of Hobart/Waratah Wynyard Council

A 0% increase on general rates for 2020-21 but fees and charges may be indexed by CPI .

Carried

City of Hobart/Huon Valley Council

- 6. Seek the option of relaxing depreciation requirements or extending standard asset life for 2020-21 upon agreed criteria with the Auditor General (including asset condition) and subject to the Auditor General adjusting financial indicators accordingly.**

CARRIED

Background

Mayors and General Managers had discussions via webconference on Tuesday 24 March about possible approaches to relief that could be agreed sectorally.

Notes and questions from that meeting and a draft motion were circulated for comment.

The State Government have indicated through addresses in Parliament and legislation that there is an expectation that Local Government will assist in addressing the burden on communities triggered by COVID 19 emergency actions.

Some councils raised concerns that not all councils were equally in a position to provide the full range of relief discussed. The CEO noted on behalf of Flinders and King Island who were not able to attend, their concerns that financial viability would be at risk in face of providing financial relief.

LGAT Comment

N/A

Budget Implications

N/A

Current Policy

Priority 2. Building Local Government's Reputation

Priority 3. Fostering Collaboration

Priority 4. Promoting financial sustainability.

DRAFT

3. ITEMS FOR DISCUSSION

3.1 PROFESSIONAL DEVELOPMENT ELECTED MEMBERS

Contact Officer – Katrena Stephenson

Decision Sought

That Members discuss what constitutes best practice for Elected Member Professional Development.

This Item was Deferred to a later date.

Background

At the February General Management Committee (GMC), a discussion on sector reputation highlighted varying levels of commitment to professional development for and by Elected Members. It was agreed this would be worthy of a broader discussion with a view to assisting LGAT's service planning and advocacy.

Consultation with Members on State Government proposals regarding elected member professional development as part of the Local Government Legislative Review revealed the following:

- The concept of capability requirements for elected members generated the most discussion in this theme area. While some councils expressed limited support, others were strongly opposed on the basis that there is no similar requirement of those elected to State and Federal Government. Even where there was support, there were questions as to how the requirements would be applied - particularly where a councillor was returned rather than new to Council.
- It is LGAT's view that community and candidate education is vital to strong election outcomes. LGAT believes there would be support from our Members for candidates to at least engage with some online training prior to nominating, to cover the basics of their roles, and in particular to help them better understand what will be required when they act as a Planning Authority.
- The broader question of mandatory training for councillors which is often raised was considered as part of the Targeted Review and at that time, LGAT's submission noted:

"The majority of responding councils felt there should be compulsory induction following elections and that even returning councillors should participate. Others felt that returning councillors might not require the full induction, more a tighter, tailored briefing in recognition of their experience. The focus of any compulsory training should be on **governance, planning and meeting procedures and supported by an ongoing professional development** program. At the July 2015 LGAT General Meeting a motion regarding compulsory training for councillors was amended and

carried as follows: *That all councillors be encouraged to undertake training courses i.e. Planning, Legislation, Code of Conduct, Meeting Procedures etc.*”

In relation to the proposal for core capability requirements for elected members outlined in the Review of the Local Government Act Directions paper we note the following:

- There was no consensus on this matter and particularly during workshops this was described as an overly prescriptive direction.
- It was noted by some that because Local Government is no different to State and Federal Governments in that the elected members are democratically elected, at most this should take the form of guidelines.
- Others suggested that training extend beyond planning and Local Government to include topics directly relevant to the role of an elected member (e.g. meeting procedure training).
- One Council raised concern around the term ‘core capability’ as it implies there may be a pass or fail scenario for elected members. This Council suggested it be changed to ‘professional development’.
- It was uncertain how weight would be given to experience both on and off Council.
- Training needs to be delivered in plain English and accessible via multiple platforms.
- Questions were raised as to how it would be implemented and how it would be affordable and accessible relative to the councillor’s role and allowances.

And in relation to the proposal for reporting training there was not strong support. One reason given by councils for not supporting this reform is the different level of training required by each elected member, according to their skills, background and experience (i.e. yearly reports will not provide a complete picture of capability and/or existing qualifications). Others, however, see merit in reporting core capability training and in extending this reform to all councillor professional development.

The following feedback was received through the LGAT Performance and Improvement Survey:

- New Councillor Resources (online) and the Councillor Resource kit were the most highly rated LGAT resources.
- Suggestions for resources and tools included a Deputy Mayor toolkit, best practice templates and policies, speed reading and advanced planning authority training.
- Respondents noted they would like to see additional councillor workshops (at convenient times and places) covering a diversity of topics (e.g. project management, grant seeking, dealing with ratepayers and case studies) as well as documents and templates (e.g. best practice and discussion papers, technical reports, and data) – including guidance on how to utilise these resources.

Uptake of LGAT training offerings can be variable. While some short/focussed topics could be offered online, detailed, longer or practically focussed professional development must be face-to-face and generally requires a minimum number of attendees for viability, particularly

when an external provider is required. LGAT continues to offer brokerage services for councils wishing to deliver training locally or regionally.

Budget Impact

Does not apply.

Current Policy

Strategic Plan:

Developing capacity and capability to deliver

DRAFT

4. ITEMS FOR NOTING

Kingborough Council/Dorset Council

That Items 4.1-4.11 be considered collectively and resolved unless exceptions are raised.

Resolved

4.1 LG ACT REVIEW

Contact Officer – Katrena Stephenson

That the Meeting note that at the time of writing, there has been no further advice from the State Government regarding either appointment of a new Director of Local Government or the Legislative Review. However, Craig Limpkin, Deputy Secretary Department of Premier and Cabinet, will present to the Meeting.

Resolved

Background

Further to the report last meeting, we are still awaiting advice from the Government following public consultation on the Directions paper and recommendations from the Steering Committee.

DPAC Deputy Secretary Craig Limpkin is Acting Director Local Government.

Budget Impact

Does not apply.

Current Policy

Strategic Plan:

Facilitating Change

Priority Area 2 Support the sector through the next stages of Local Government Reform

4.2 COASTAL HAZARDS

Contact Officer – Michael Edrich

That Members note the following report on Coastal Hazards.

Resolved

Background

LGAT has undertaken considerable advocacy on behalf of coastal Tasmanian councils regarding the problems they have been experiencing to do with managing coastal hazards and the response from the Tasmanian Government. For a full background and history on this issue, please refer to the minutes of LGAT's December 2018 General Committee Meeting¹.

LGAT's advocacy has consisted of targeted discussions with relevant Tasmanian Government personnel and escalation to the Premier's Local Government Council (PLGC), describing the nature of the problem experienced and how State and Local Government can work together more effectively to improve the management of Tasmania's coastline.

As a direct result of LGAT's advocacy, the Department of Primary Industries, Parks, Water and the Environment (DPIPWE) has published their previously internal principles for managing coastal hazards². This is an important first step in providing better coordination between coastal managers by declaring the State's position on these matters.

Also in response to LGAT's representation on this issue, the State Government has announced through the Premier's Local Government Council (PLGC)³ that it will establish a State Planning Interdepartmental Committee (SPIDC) on priority planning matters and that the next steps for the State Coastal Policy will be considered by the SPIDC and provided to the Government. This is important because DPIPWE's principles for managing coastal hazards are determined in large part by the framework set by the State Coastal Policy.

LGAT will continue its work in advocating for improved collaboration and coordination between State and Local Government coastal managers.

Budget Impact

Being undertaken within current resources.

¹ Found here: <http://www.lgat.tas.gov.au/webdata/resources/minutesAgendas/Minutes%2010%20Dec-1.pdf>

² Managing Coastal Hazards, DPIPWE: <https://dipwe.tas.gov.au/about-the-department/managing-coastal-hazards>

³ See December 2019 PLGC Communique:
http://www.dpac.tas.gov.au/_data/assets/pdf_file/0006/502629/PLGC_Meeting_58_-_9_December_2019_Communique.pdf

Current Policy

Strategic Plan:

- Facilitating change;
- Fostering collaboration; and
- Promoting financial sustainability.

4.3 WASTE

Contact Officer – Dion Lester

That members note the update on State and National waste policy.

Resolved

The LGAT Policy Director advised that despite a recent COAG decision on timelines for waste bans, matters have been put on the back burner as COVID 19 priorities are being addressed.

Background

In late September, LGAT provided a submission on behalf of Local Government to the draft Waste Action Plan (WAP). Our submission is available on the LGAT [website here](#). The State Government is currently considering feedback on the draft WAP. It is unlikely the final WAP will be released prior to further details being announced on the national waste export ban (see further below) and is also likely to be subject to the State Budget considerations.

LGAT has met with the new Minister for the Environment's staff to ensure that Local Government's agenda is recognised.

National Waste Export Ban

In late 2019 COAG agreed to a national waste export ban, commencing on 1 July 2020 with a phased approach. Ministers agreed the phase out should be completed by the following dates:

- All waste glass by July 2020.
- Mixed waste plastics by July 2021.
- All whole tyres including baled tyres by December 2021.
- Remaining waste products, including mixed paper and cardboard, by no later than 30 June 2022.

While these announcements are major commitments from the Federal and State Governments on some waste streams, the implications for the viability of kerbside recycling are very significant. To appropriately implement this ban significant infrastructure and industry development is required, otherwise the material will either end up being stockpiled or landfilled.

At the time of writing the Federal Government was seeking investment priorities from each jurisdiction, with LGAT being invited to provide feedback on the State Government's proposed projects. It is expected that the funding announcements will be made at the next COAG meeting on the 13th March.

Budget Implications

Being undertaken within current resources, although waste matters currently constitute a significant workload.

Current Policy

Strategic Plan:

- Facilitating change;
- Building Local Government's reputation;
- Fostering collaboration; and
- Developing capacity and capability to deliver.

4.4 PLANNING

Contact Officer – Dion Lester

That members note the following report on the progress of the State Government's program of land use planning reform.

Resolved

Background

In recent months there has been delays with the next stages of Government's planning reform agenda, apart from councils completing and lodging their Local Provisions Schedules.

However, at the time of writing the Government was consulting on a draft Apartment Code for inclusion with the State Planning Provisions and consultation had commenced on the updated Major Projects legislation.

In addition, the release of the scoping paper for the Tasmanian Planning Policies (TPPs) was reported to be imminent. It is anticipated that there will be a significant role for Local Government in the TPPs, not only in responding to their scope, but particularly during the drafting stage during the later months of the year.

On the 28th February the Government released the first report on data collected under the *Short Stay Accommodation Act 2019*.

This report can be found at:

https://www.cbos.tas.gov.au/_data/assets/pdf_file/0015/561012/CBOS-First-report-on-short-stay-accommodation-Feb-2020.pdf

In summary the report indicated that there are 5487 individual properties listed on short stay accommodation platforms in Tasmania and that 3113 (56.7%) are reporting as not being a principal place of residence. Of these 1083 indicated that they did not need a permit, with many claiming existing use rights.

While LGAT welcomed the collection and release of this data, we are seeking further analysis of the data in future releases by the State Government to ensure it is accurate and reliable and to determine the extent to which short stay visitor accommodation is impacting on housing availability and affordability at the local level.

Budget Impact

Being undertaken within current resources.

Current Policy

Strategic Plan:

Building Local Government's reputation;
Fostering collaboration; and
Developing capacity and capability to deliver.

4.5 SOCIAL MEDIA

Contact Officer – Katrena Stephenson

That the Meeting note actions taken by LGAT with respect to online bullying and harassment.

Resolved

At the December General Meeting LGAT noted the following activity in relation to addressing online bullying and harassment:

- An op ed published in all three Tasmanian papers, replicated in LGAT's e-newsletter - <https://mailchi.mp/lgat.tas.gov.au/the-pulse-e-newsletter-october-752899>;
- Discussion with the Director of Local Government and Minister regarding collaborative responses. This included a round table discussion with the Minister held at the Mayors' workshop on 5 December;
- Initiation of a member survey focussed on online bullying and harassment to provide some inputs to the Roundtable. Key findings are available here: <http://www.lgat.tas.gov.au/page.aspx?u=956>

- Extension of LGAT's Peer Advisor Program beyond the end of this year and re-promotion of the program to Elected Members (for more information see <http://www.lgat.tas.gov.au/page.aspx?u=646&c=7991>)
- Expansion of the remit for upcoming social media training to cover both appropriate use and responding to misuse including hiring of videographer to convert materials to an online resource.
- Agreement to work with State Government on other tools and guidance and circulation of resources from the Office of E-Safety;
- Reminder to councils of LGAT's model communications and social media policy (available on the Extranet); and
- President's messaging focussed both on the need for leaders to challenge inappropriate behaviours but also that being on council is still very worthwhile.

Since that meeting:

- Training was delivered by KingThing in the South and North West.
- New Social Media resources have been placed on the LGAT extranet (each council is provided a login for the extranet for use by staff and elected Members, please contact LGAT if you need the information resent). Resources include:
 - Social Media, Local Government and Legislation
 - Social Media Overview, Statistics and Data
 - Using Social Media as an Effective Engagement Tool
 - Cyberbullying and trolls
 - How to respond to online negativity.
 - Links are also provided to other useful resources.
- The Elected Member weekend (29 Feb-1 March) has a session on resilience, mental health and bullying as well as health and safety legislation for councillors.

Budget Impact

Does not apply.

Current Policy

Strategic Plan:

Facilitating Change

Priority Area 2 Support the sector through the next stages of Local Government Reform

4.6 21ST CENTURY COUNCILS*

Contact Officer – Dion Lester

That Members note the progress on the 21st Century Councils Project.

Resolved

Background

At the March 2019 General meeting members endorsed the following methodology for progressing discussions on the future of the Tasmanian Local Government sector, known under the name of 21st Century Council Project:

1. Development of a summary paper covering the history of the work that has been done to date in relation to Local Government reform in the State and the context and drivers of discussions to date;
2. Compilation of a stakeholder interest/outcomes paper; and
3. A series of pilot projects to test change ideas that fit with the issues raised in consultation with the sector and issues emerging out of the Part 2 investigations.

Part 1 has been completed and the results were presented at the July General Meeting. A copy of the paper, *21st Century Councils – Structural Reform Discussion Paper*, can be found on the LGAT website under 2019 in Report and Submissions

Part 2 involves a stakeholder engagement process, consisting of engagement at an individual council level (by the “roundtable conversations”) and targeted one on one interviews with other key stakeholders (peak bodies typically).

The council roundtable conversations are complete, and a summary report can be found as an **Attachment 4.6** to this item.

The process involved General Managers guiding a conversation with their respective councillor groups. The focus of the conversation was around two key questions:

1. What outcomes do we need to achieve for the sector?
2. What reforms could or should happen to achieve those outcomes?

The feedback process yielded the following key themes:

Localised democracy

Community proximity to elected members and decision making is a core strength of Local Government (LG). LG’s role in emergency management, local employment and local knowledge serve communities well by building social cohesion, responsiveness, resilience and regional advocacy.

Inter-council collaboration

There is a strong desire to focus on effective collaboration and consistency of service levels and operating platforms/processes regionally, through seeking efficiencies of scope rather than scale. There is a need to improve the viability of council service delivery through shared services and resources.

Rebalancing obligations

A renewed relationship with the State Government focused on strategic outcomes, including the amelioration of “burden shifting” by securing funding sources for services handed down to LG.

Climate Change

Responding to and mitigating the impact of climate change dominated local issues of concern across LGAT members. Disaster management associated with changing climate is recognised as a major future cost to LG and without thorough planning and investment now will become unmanageable burden for the sector.

The second component, key stakeholder interviews, will be commencing in March, with Andrew Paul (ex-City of Clarence Council GM) to undertake the work on behalf of LGAT. A list of 23 key stakeholders has been developed for the following questions to be posed:

- What does recent history tell us about Local Government Sector reform?
- Are there any particular issues or concerns related to Local Government you feel strongly about?
- What strengths does Local Government need to build on?
- What weaknesses should Local Government address?
- What future outcomes should we aim for? How would we know we have achieved them?
- What would make for a stronger relationship between the people your organisation represents and Local Government?
- Is there anything else you would like to add? Is there anyone else you feel we should speak with?

The results from the stakeholder consultation will be analysed alongside the Part 1 work to allow the scoping of next steps and any pilot projects.

From this work, the Sector will report its own agenda to the community, to State Government and beyond about where it wants to take the Local Government cause.

Budget Impact

Parts 1 and 2 are being undertaken within current resources, however Part 3 would require dedicated further investment to ensure the pilot projects are designed and implemented effectively.

Current Policy

Strategic Plan:

- Facilitating change;
- Building Local Government's reputation;
- Fostering collaboration;
- Promoting financial sustainability; and
- Developing capacity and capability to deliver.

4.7 EMERGENCY MANAGEMENT

Contact Officer – Georgia Palmer

That members note the report on emergency management issues.

Resolved

Bushfire

Australia has witnessed unprecedented bushfires this summer and the fire season is not yet over. Almost all states and territories have been impacted with over 18.6 million acres burnt, 5900 buildings destroyed, an estimated 1 billion animals killed and 34 people have died.

The Federal Government has established the National Bushfire Recovery Agency (NBRA) and committed \$2 billion to assist in the reconstruction. Each impacted council has received \$1 million in untied funds to support their immediate recovery needs with significant additional funding likely through the National Disaster Relief and Recovery Arrangements. At this stage there is little detail on how the \$2 billion will be spent.

The Australian Local Government Association (ALGA) is advocating strongly to the Federal Government to ensure the funding restores both essential public assets and community infrastructure. It is understood that as the reconstruction funding has not been fully allocated there may be opportunities for councils to advocate for funding through their local members.

The Prime Minister has indicated the Australian Government intends to pursue a number of reforms as a result of issues arising from the 2019 - 20 bushfires, including in relation to:

- A legal framework that would allow the Commonwealth to declare a national state of emergency, and take action, including the deployment of defence forces;
- The legal interface with the states and territories on responsibilities for preparedness for and response to natural disasters and emergencies of national scale; and
- An enhanced national accountability framework for natural disaster risk management, resilience and preparedness.

In addition, the Australian Government has established a Royal Commission into the summer bushfires which is required to report to government with recommendations by 31 August 2020.

Tasmania has also experienced a number of bushfires this season including the Fingal Complex Fires (Mangana and Mt Malcom) which burnt more than 20,000 hectares, the Pelham fire which burnt over 2000 hectares and most recently the Winkleigh fires in West Tamar. In Tasmania, four residential properties have been destroyed, multiple outbuildings and sheds and a significant amount of fencing. The agribusiness impacts are estimated to be in excess of \$675,000 in Break O'Day, \$52,000 in Central Highlands, and \$498,000 in Southern Midlands.

Recovery assistance to the community has been coordinated locally by councils with regional assistance.

Budget Impact

Being undertaken within current resources

Current Policy

Strategic Plan:

- Facilitating change;
- Fostering collaboration; and
- Developing capacity and capability to deliver.

4.8 POLICY UPDATE

Contact Officer – Dion Lester

That Members note the policy update which provides a brief overview on a range of matters.

Resolved

Building Act 2016 and Expiry of Permits

In mid-2018, member councils raised an impending issue they were facing with a provision in the schedules of the *Building Act 2016*. This provision (Schedule 2, Part 3, Section 6)⁴ effectively forces the expiry of some older permits.

The intent behind this provision was to clear the building system of some of the older permits that had very long or unlimited expiries that had become stagnant and permit holders were not acting on. However, it would also affect the same permits where permit holders were still intending to complete the work or worse, where work had been completed but final documentation had not been obtained by the permit holder. There was great concern from council permit authorities across the state that this was an impending public relations storm with the potential for hundreds or even thousands of community members with lapsed permits mistakenly directing their frustrations at councils, who had nothing to do with the introduction and implementation of this provision.

⁴ See: <https://www.legislation.tas.gov.au/view/html/inforce/current/act-2016-025#JS2@HS3@EN>

LGAT advocated to Consumer, Building and Occupational Services (CBOS) to extend the expiry date from 31 December 2018 out to 30 July 2020. With this extended date fast approaching, LGAT surveyed councils over December and January to see how they were dealing with the issue. We found around 75% of councils were undertaking a very significant amount of work to check their records for outstanding older permits of this nature, prepare letters and individually notify permit holders, requiring a lot of time and resources to complete, none of which has yet been completed.

To assist councils, LGAT has advocated to CBOS to support their efforts in notifying the public by releasing some information and raising awareness. As a result of this, CBOS has prepared and published the following information, which councils can use in their communications to advise permit holders to review their situation and seek extensions to their permits if necessary:

<https://cbos.tas.gov.au/newsroom/news-items/building-permit-expiry-dates>

LGAT will continue to monitor the situation and assist councils where necessary.

337 Certificates

On the 4th March changes to the 337 Certificates (Schedule 6 of the *Local Government (General) Regulations 2015*) came into force. The changes were made in response to a motion endorsed at LGATs July 2019 General Meeting and involved two rounds of consultation. The amendments included:

- Changes to the existing questions to bring the planning and development questions in line with recent changes to the Tasmanian Planning System; and
- The inclusion of new questions, and changes to existing questions, to bring the building and plumbing questions in line with the *Building Act 2016* and *Building Regulations 2016*. This included a new question relating to hazards, such as landslip, bushfire and flooding.

Unfortunately, the Local Government Division failed to provide councils with enough notice of the timeframe for formal commencement, which caused some concerns. This was compounded by some technical issues that prevented access to the updated Regulations on the Tasmanian Legislation website. LGAT worked closely with the Division to address the immediate issues and also the failure to close the loop with LGAT and councils prior to introducing the changes.

State of the State Address

Early March saw the new Premier's State of the State address⁵ to Parliament. In that speech there were a number of notable announcements for Local government. He announced the release of the new draft Major Projects Legislation, which seeks to provide an approvals pathway for projects that cross municipal boundaries and involve multiple acts and regulators

⁵ http://www.premier.tas.gov.au/releases/state_of_the_state_address

or are of a significant scale or complexity. Major projects will be able to be referred into the process by councils, the proponent or the Minister for Planning and if they meet the criteria they can use this approvals pathway.

LGAT is currently consulting with the sector on the proposed changes.

In the area of “red tape reduction” the Premier announced that the Government will be introducing legislative timeframes for the permit process for energy and water, and sewerage services, and they will be better resourcing the land titles office so that titles can be released to the market more quickly.

Perhaps most notably, the Premier made a number of bold statements and set some ambitious targets in his role as Climate Change Minister. Please refer to the following item for further details on this aspect of the State of the State address.

Climate Change

After a horror summer of bushfires, the predictions of climate science have been looming large in the public sphere. The scale of the impact and public reaction has blindsided the Australian Government and left them struggling for a response that communities find commensurate to that impact or appropriately directed toward the known cause – a changing climate caused by greenhouse gas emissions.

After sufficient time to consider its response, the Morrison Government is currently choosing to emphasise adaptation action while continuing with its previous approach to mitigation action.

The response from the Tasmanian Liberal Government has involved the new Premier, Peter Gutwein, creating a Climate Change ministerial portfolio and taking this on himself. In addition, in the Premier’s State of the State address he made a number of bold statements and set some ambitious targets. In particular, the Premier noted the following:

- *“...our response to climate change can’t be limited to adaptation and risk management – we also need to mitigate the effects of climate change”*
- The Tasmanian Government will *“conduct a detailed analysis of the pathway our state would need to take and the impacts on industry and jobs to **achieve a target of zero net emissions prior to 2050.**”*
- Reiterated the current commitment to generating 100% of our needs from renewable energy by 2022 and are on track to meet that.
- Announced a new renewable energy generation target of 200 per cent of our energy consumption by 2040.
- That Tasmania’s *“net emissions profile is the envy of the nation and we are one of the lowest emitters in the world however there is more to be done.”*
- *“This Government will do its part in reducing our emissions by leading by example.”*

These are strong and clear statements backed by targets which are not just good environmental policy – there is a clear economic basis to them. The Premier is clearly positioning Tasmania to be a renewable energy powerhouse for the National Energy Market, anticipating the change in energy generation expected to occur in the following decades and priming Tasmania to benefit from it. This is a calculated alignment of the environment, energy and economic policy areas and finding a synergy in them.

LGAT will track changes in this policy area closely and look to put Local Government at the forefront of opportunities that develop from this

Development Standards Update

LGAT has been working closely with the Tasmanian chapter of the Institute of Public Works Engineers Australasia (IPWEA Tas) to produce, publish and maintain a suite of development standards documentation. These documents are intended to support councils primarily by providing a single, clear and harmonised set of development standards that represents a pragmatic best practice for development that is robust and defensible. The documents are also intended to support developers and designers in providing clarity and guidance on minimum standards upfront.

The status of the three development standards documents are as follows:

1. Tasmanian Standard Drawings – a review of the existing document has been completed and undergoing final sign off. Once finalised, the latest version will be published on LGAT's website and distributed to councils for use.
2. Municipal Specifications – the IPWEA Tas management committee is conducting a final review of this new document before being published for the first time on the LGAT website.
3. Tasmanian Subdivision Guidelines – LGAT & IPWEA have sought tenders from consultants to complete this work and will shortly be engaging the preferred supplier. The work will involve a consultation workshop with Local Government development engineers to work through the document and harmonise as many of the variations in standards between councils as possible.

LGAT will continue to keep members updated on progress.

Weeds

The June 2019 General Meeting passed a motion that *"LGAT lobby the heads of the Tasmanian Government's Departments and GBE's with responsibilities for management of public lands or works on public lands to have new increased and sustained resourcing levels committed in government agency budgets to manage weeds on public land in coordination with efforts of others in local areas."*

The 2018-19 State Budget included the creation of a new Weeds Action Fund (WAF) of \$5 million over five years commencing in 2018. The WAF became the vehicle for progressing the aims of the motion. A priority for WAF is “to ensure that there is strong, coordinated link between the different levels of government and the Tasmanian community in tackling serious weeds...”

Stage 1 of WAF offered small grants of \$1000 to \$5000 to organisations and Stage 2 will provide funding for major projects. LGAT recently attended a stakeholder meeting to discuss Stage 2 of the WAF that will roll out from 2020 to 2023. The focus of the meeting was on collaboration between stakeholders with a responsibility or direct interest in the management of weeds in Tasmania, and this included discussion around how stakeholder organisations can contribute directly to the implementation of the WAF.

Council engagement in the Stage 2 projects is seen as critical and councils will have opportunities to work directly with government agencies and other stakeholders. Biosecurity Tasmania is currently finalising the process to implement Stage 2.

Health and Wellbeing Project

The 6 monthly progress report for July - December 2019 has been presented to the Public Health Service (PHS), with a positive response. The 6 monthly report includes proposals on how to best support councils’ community health and wellbeing work in an ongoing and sustainable way. LGAT is currently working with PHS on how to progress the proposals.

Collaboration with PHS continues to be very constructive, for example, PHS officers participated in the December 2019 council officer forums. They described the important role that councils play in implementing government health policy and discussed how councils’ work can be better supported.

The Central Coast Pit Stop Project and regional data workshops are highlights for the Project so far this year. The Project supported Central Coast Council and Rotary Ulverstone to add a Pit Stop event to the annual Ulverstone Festival in the Park. People were encouraged to visit a variety of health services for check-ups and information, with 367 people receiving information. LGAT involvement in preparing for the event and being present on the day were acknowledged and appreciated. An intended outcome for the Project is that other councils and community groups will take up the concept.

Professional development on data analysis and use has been identified as a priority by community development, engagement, and health and wellbeing officers. Workshops facilitated by the Project provided council officers with training by AURIN and Profile Id. Both of these nationally respected data services delivered presentations for the Tasmanian context.

Budget Impact

Being undertaken within current resources.

Current Policy

Strategic Plan:

- Facilitating change;
- Fostering collaboration;
- Promoting financial sustainability; and
- Developing capacity and capability to deliver.

4.9 PERFORMANCE IMPROVEMENT SURVEY*

Contact Officer – Katelyn Cragg

That the Meeting note the outcomes of the LGAT Performance Improvement Survey.

Resolved

Background

LGAT uses an annual Performance and Improvement Survey to assess how well we are achieving for our members and how we can continually improve our service. The latest survey was conducted from December 2019 through to mid February 2020.

The 2018 survey was sent to all councillors and council staff and results were perhaps somewhat skewed by a higher proportion of non-executive staff responding with limited engagement with LGAT in the roles they were undertaking. This year the survey was sent to all Mayors, Councillors and General Managers, council executive team members and specialist technical officers/managers. This resulted in a greater level of input from elected members compared to council staff but in general the number of respondents was low at 71 (53 elected members – 20% of all elected members). This was despite direct emails, promotion in meeting papers, via the monthly report and in Pulse.

The report is included as **Attachment to Item 4.9**, with the key findings including:

- Respondents rated informing the Local Government legislation review; the waste feasibility study; waste advocacy and voter turnout as the most successful recent achievements.
- 80% of respondents rated LGAT's policy research/development as good or excellent (64% last survey);
- 72% rated LGAT's communications as good or excellent (68% last survey);
- 69% rated LGAT's advocacy as good or excellent (67% last survey);
- 74% rated LGAT's engagement as good or excellent (55% last survey);
- 72% rated LGAT's tools and training as good or excellent (52% last survey);

- 68% rated LGAT's projects and procurement as good or excellent (45% last survey);
- New councillor resources were the most highly rated tools;
- More training was a common desire; and
- Most respondents described LGAT positively (e.g. professional, hardworking, proactive, helpful, and a valuable resource).

The next Performance Improvement Survey will be conducted in the first quarter of 2021 as an input into LGAT's next strategic plan but Members should continue to raise any ideas or concerns with the CEO or President at any time.

Budget Implications

Does not apply.

4.10 COMMUNICATIONS AND EVENTS UPDATE

Contact Officer – Kate Hiscock

That Members note the update which provides an overview on LGAT's communications and professional development activities.

Resolved

It was noted that key events, including the LGAT Annual Conference, have had to be cancelled in response to public health directions and ongoing uncertainty as a consequence of the COVID 19 Pandemic.

COMMUNICATIONS

Pulse

The first edition of the Pulse newsletter for 2020 was issued in February (click [here](#) to read) and the March edition is due to go out in early March. The Pulse is distributed to all Members and other subscribed stakeholders and provides a monthly update of LGAT activities. We frequently receive request from organizations to include information in the Pulse. We apply a strict guideline that content must be of benefit to our Members. You can subscribe to the Pulse [here](#). Please check you inbox to ensure you are receiving the Pulse and that it is not going to spam or junk mail which is sometimes occurs with group mailouts.

LGTas

The next edition of LGTas will be circulated in late April. This edition will focus on Health and Wellbeing and the many ways Tasmanian Councils are supporting and promoting health and wellbeing in their communities.

Overview of Activities

Proactive communications activities since the last General Meeting in addition to media queries include:

- *The Pulse* Newsletter published December, February
- Regular Twitter and linked in posts. Linked In followers have grown to 138, Twitter 939 Followers.
- Four Media Releases, multiple media queries.

EVENTS and TRAINING

The key events and training activities since last meeting include:

LGAT Stakeholder Event

The LGAT Stakeholder event is held annually as an engagement opportunity with key stakeholders and to thank sponsors. Held as a casual event in the LGAT garden for several years, this year the LGAT Stakeholder event was refreshed as a more formal networking event at Gold Bar in Hobart. The event was held between 4-6pm on the 19th February and was opened by GMC Deputy Chair Mayor Ben Shaw with around 50 attendees.

Elected Members Professional Development Weekend

The LGAT Elected Members Weekend is conducted early each year and was held 29 Feb to 1 March in Launceston. The two-day program provided interactive sessions on issues key to our sector and critical to the roles and responsibilities of being an elected member. It also provided an opportunity for our elected members to network and to meet key stakeholders such as the Acting Director of Local Government. The weekend was very well attended with 51 attendees.

Topics in this year's program included:

- Resilience, Mental Health and Bullying – OzHelp;
- Understanding the Financial Reports of Local Governments – CPA Australia;
- Conflict of Interest Session – Tasmanian Integrity Commission;
- Health and Safety Legislation for Councillors - Edge Legal;
- Local Government Division, Department of Premier and Cabinet – Update; and
- LGAT Policy Update and Question Time – LGAT.

International Women's Day Joint Luncheon and 2020 Tasplan International Women's Day Awards for Excellence

Following a successful, sell out event in 2019, LGAT again jointly hosted an International Women's Day Luncheon with the Tasmanian State Government and TasCOSS on 6 March at Blundstone Arena, Hobart. The event featured our International Women's Day Awards for Excellence and Guest Speaker CEO of AFL Tasmanian Trisha Squires, sponsored by UTAS. The event again sold out, with over 250 people attending.

The Tasplan International Women's Day Awards for Excellence are designed to celebrate and encourage excellence for women in Local, State Government and the Community Sectors. Two awards are given in each sector, focusing on inspirational and aspiring leadership. The winners of this year's awards for Local Government are:

Inspirational Leader – Elected Member: Heather Chong, Deputy Mayor, City of Clarence
Inspirational Leader Council Officer: Tracey Bradley, Director of Community Services, Circular Head/Waratah Wynyard Councils

Other Events:

- Pit Stop Central Coast, 23 February 2020
- Professional development workshop; data availability and analysis, Hobart & Devonport (3 & 4 March)
- LGAT Procurement Workshops (16 & 17 March)

Upcoming Training and Development opportunities include:

- Mayor's Professional Development Day, 26 March, Devonport
- Emergency Management Forum, 28 April, Campbell Town

LGAT Annual Conference

The 108th LGAT Annual Conference will be held at Wrest Point Convention Centre on July 22-24 2020. The 2020 Annual Conference theme is "Inspire, Innovate, Include". The sponsorship prospectus has been released and we are happy to advise that MAV Insurance is returning as our Platinum Partner.

Our plenary program is nearing finalisation, featuring a range of interesting topics including:

- Kirsha Walsh of MONA speaking about her outstanding 24 Carrot Garden community project;
- Mayor Dale Williams of New Zealand on innovative ways to get young people into work and their role in Local Government;
- Bullyologist Jessica Hickman speaking on breaking the silence on bullying; and
- David O'Loughlin on the national Local Government agenda.

After the success of last year's program, we are again hosting some local policy issue focused workshops, symposium sessions featuring partner or supporting organizations as well as presentations on successful local member projects and programs.

The looming threat of COVID-19 should not go unmentioned. LGAT is currently undertaking a risk analysis and contingency planning around the possibility that our Conference may be significantly impacted.

Budget Impact

Being undertaken within current resources

Noting that event cancellation as a result of COVID-19 impacts would likely result in financial loss.

Current Policy

Strategic Plan:

- Building Local Government's reputation;
- Fostering collaboration; and
- Developing capacity and capability to deliver.

4.11 ANNUAL PLAN*

Contact officer – Dion Lester

That members note the report.

Resolved

A report against the progress of the LGAT Annual Plan is at **Attachment 4.11.**

5. OTHER BUSINESS & CLOSE

Members noted recent correspondence from the ASU seeking support in the advocacy campaign for Federal Wage subsidies for council employees.

While recognising the key role of Local Government in providing essential services and in leading recovery, and acknowledging the hard work of staff, LGAT Members determined they needed more information and more opportunity to discuss wage subsidies and other mechanisms at a council level prior to forming a sector view. It was agreed that without having been able to have the conversations prior to today's LGAT General Meeting, that council representatives could not vote on the matter today.

There being no further business the President declared the Meeting closed.

Items with Weighted Voting

| Items with Weighted Voting | | Motion - as Amended | | | | | | | | | | | | Dorset Amendment | | Kingborough Amendment | | | | | | | | | |
|------------------------------|-------------|---------------------|------|----|----------|------|----|--------------|------|-----|--------------|------|----|------------------|-------|-----------------------|--------------|-------|----|----|----|-----|----|----|----|
| COUNCIL | Vote Weight | Item 2.3 | | | Item 2.4 | | | Item 2.5 (6) | | | Item 2.5 (5) | | | Item 2.5 (5) | | | Item 2.5 (5) | | | | | | | | |
| | | YES =1 | NO=1 | | YES =1 | y NO | | YES =1 | y NO | | YES =1 | NO=1 | | YES =1 | y NO= | | y YES | y NO= | | | | | | | |
| Break O'Day Council | 1 | 1 | 1 | 0 | 1 | 1 | 0 | 1 | 1 | 0 | 1 | 1 | 0 | 1 | 1 | 0 | 1 | 1 | 1 | 0 | | | | | |
| Brighton Council | 2 | | 0 | 1 | 2 | 1 | 2 | | 0 | | 0 | 1 | 2 | 1 | 2 | | 0 | 1 | 2 | 0 | | | | | |
| Burnie City Council | 2 | | 0 | 1 | 2 | 1 | 2 | | 0 | | 0 | 1 | 2 | 1 | 2 | | 0 | 1 | 2 | 0 | | | | | |
| Central Coast Council | 3 | | 0 | 1 | 3 | | 0 | 1 | 3 | | 0 | 1 | 3 | 1 | 3 | | 0 | 1 | 3 | 0 | | | | | |
| Central Highlands Council | 1 | 1 | 1 | | 0 | 1 | 1 | | 0 | 1 | 1 | | 0 | 1 | 1 | | 0 | | 0 | 0 | | | | | |
| Circular Head Council | 1 | 1 | 1 | | 0 | 1 | 1 | | 0 | 1 | 1 | | 0 | 1 | 1 | | 0 | 1 | 1 | 0 | | | | | |
| Clarence City Council | 4 | | 0 | 1 | 4 | | 0 | 1 | 4 | 1 | 4 | | 0 | 1 | 4 | | 0 | 1 | 4 | 0 | | | | | |
| Derwent Valley Council | 2 | 1 | 2 | | 0 | 1 | 2 | | 0 | | 0 | 1 | 2 | 1 | 2 | | 0 | 1 | 2 | 0 | | | | | |
| Devonport City Council | 3 | | 0 | 1 | 3 | | 0 | 1 | 3 | | 0 | 1 | 3 | 1 | 3 | | 0 | 1 | 3 | 0 | | | | | |
| Dorset Council | 1 | | 0 | 1 | 1 | | 0 | 1 | 1 | | 0 | 1 | 1 | 1 | 1 | | 0 | 1 | 1 | 0 | | | | | |
| Flinders Council | 1 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | 0 | | | | | |
| George Town Council | 1 | | 0 | 1 | 1 | | 0 | 1 | 1 | 1 | 1 | | 0 | 1 | 1 | | 0 | 1 | 1 | 0 | | | | | |
| Glamorgan/Spring Bay Council | 1 | | 0 | 1 | 1 | | 0 | 1 | 1 | 1 | 1 | | 0 | 1 | 1 | | 0 | 1 | 1 | 0 | | | | | |
| Glenorchy City Council | 4 | | 0 | 1 | 4 | 1 | 4 | | 0 | 1 | 4 | | 0 | 1 | 4 | | 0 | 1 | 4 | 0 | | | | | |
| Hobart City Council | 4 | | 0 | 1 | 4 | 1 | 4 | | 0 | 1 | 4 | | 0 | 1 | 4 | | 0 | 1 | 4 | 0 | | | | | |
| Huon Valley Council | 2 | | 0 | 1 | 2 | 1 | 2 | | 0 | 1 | 2 | | 0 | 1 | 2 | | 0 | 1 | 2 | 0 | | | | | |
| Kentish Council | 1 | | 0 | 1 | 1 | | 0 | 1 | 1 | | 0 | 1 | 1 | | 0 | 1 | 1 | 0 | 1 | 1 | | | | | |
| Kingborough Council | 3 | | 0 | 1 | 3 | 1 | 3 | | 0 | | 0 | 1 | 3 | | 0 | 1 | 3 | 1 | 3 | 0 | | | | | |
| King Island Council | 1 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | 0 | | | | | |
| Latrobe Council | 2 | | 0 | 1 | 2 | | 0 | 1 | 2 | | 0 | 1 | 2 | 1 | 2 | | 0 | | 0 | 1 | 2 | 1 | 2 | | 0 |
| Launceston City Council | 4 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | 0 | 0 | 0 | 0 | | 0 |
| Meander Valley Council | 2 | | 0 | 1 | 2 | 1 | 2 | | 0 | 1 | 2 | | 0 | 1 | 2 | | 0 | 1 | 2 | 1 | 2 | | 0 | 0 | 0 |
| Northern Midlands Council | 2 | | 0 | 1 | 2 | 1 | 2 | | 0 | 1 | 2 | | 0 | 1 | 2 | | 0 | 1 | 2 | | 0 | 1 | 2 | | 2 |
| Sorell Council | 2 | | 0 | 1 | 2 | | 0 | 1 | 2 | | 0 | 1 | 2 | | 0 | 1 | 2 | | 0 | 0 | 0 | 1 | 2 | | 2 |
| Southern Midlands Council | 1 | | 0 | 1 | 1 | | 0 | 1 | 1 | | 0 | 1 | 1 | | 0 | 1 | 1 | | 0 | 0 | 0 | 1 | 1 | | 1 |
| Tasman Council | 1 | | 0 | 1 | 1 | 1 | 1 | | 0 | | 0 | 1 | 1 | 1 | 1 | | 0 | 1 | 1 | | 0 | 0 | 1 | 1 | 1 |
| Waratah - Wynyard Council | 2 | 1 | 2 | | 0 | 1 | 2 | | 0 | | 0 | 1 | 2 | 1 | 2 | | 0 | 1 | 2 | | 0 | 1 | 2 | | 0 |
| West Coast Council | 1 | 1 | 1 | | 0 | 1 | 1 | | 0 | 1 | 1 | | 0 | 1 | 1 | | 0 | | 0 | 1 | 1 | | 0 | 1 | 1 |
| West Tamar Council | 3 | | 0 | 1 | 3 | 1 | 3 | | 0 | 1 | 3 | | 0 | 1 | 3 | | 0 | 1 | 3 | | 0 | | 0 | | 0 |
| TOTAL | 58 | YES | 8 | NO | 44 | YES | 33 | NO | 19 | YES | 27 | NO | 25 | YES | 43 | NO | 9 | YES | 18 | NO | 34 | YES | 34 | NO | 14 |

Yellow: Apology/Absent

General Meeting 27 March 2020

| Item No | | |
|----------|------------------------------------------|-------------------------------------------------|
| 2 | Items for Decision | |
| 2.1 | Charitable Rates | Refer AGM Agenda Annual Plan |
| 2.2 | Headworks | Refer Item 2.2 |
| 2.3 | Timing of Local Government Elections | Motion Lost No Further Action |
| 2.4 | Newstart | Refer Follow up of Motions |
| 2.5 | COVID Relief | No Further Action |
| 3 | Items for Discussion | |
| 3.1 | Professional Development Elected Members | Deferred and will be listed at a future meeting |
| 4 | Items for Noting | |
| 4.1 | Local Government Act Review | Refer Item 3.1 |
| 4.2 | Coastal Hazards | Ongoing |
| 4.3 | Waste | Refer Item 3.1 |
| 4.4 | Planning | Refer Item 3.2 |
| 4.5 | Social Media | Refer Item 3.14 |
| 4.6 | 21st Century Councils | Ongoing |
| 4.7 | Emergency Management | Refer Item 3.8 |
| 4.8 | Policy Update | No Further Action |
| 4.9 | Performance and Improvement Survey | No Further Action |
| 4.10 | Communications and Events Update | Refer Item 3.14 |
| 4.11 | Annual Plan | Refer AGM Agenda |

Follow Up of Motions Report

Report to the General Meeting

This report details motions where LGAT is still pursuing an outcome.

| Local Government Legislation | |
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| <p>Rating</p> <p>That LGAT establish a working group and seek legal advice if necessary, to develop a proposed amendment to section 87 of the Local Government Act, and specifically in regard to the definition charitable purpose, with a view to providing certainty and social equity in the application of rating exemptions.</p> <p>That LGAT seek a firm commitment from the State Government to commence a review of the rating exemption provisions in the Local Government Act, with amendment to proceed as soon as practicable and ahead of the broader legislative review timeframes</p> | <p>Passed: March 2019</p> <p>Notes: LGAT has established a Steering Committee and sought legal advice on amendments to the Local Government Act. Further engagement with the Government and other stakeholders was put on hold at the commencement of COVID-19.</p> <p>The Steering Committee have determined that given the changed context, this matter would best be dealt with as part of the review of Local Government legislation at this time.</p> |
| Environment | |
| <p>Climate Change</p> <p>That the LGAT call upon the Federal and Tasmanian State Governments and Parliaments urging them to:</p> <ol style="list-style-type: none"> Acknowledge the urgency created by climate change that requires immediate and collaborative action across all tiers of government; Acknowledge that the world climate crisis is an issue of social and environmental injustice and, to a great extent, the burden of the frontline impacts of climate change fall on low income communities vulnerable groups and future generations; and Facilitate emergency action to address the climate crisis, reduce greenhouse gas emissions and meet or exceed targets in the Paris Agreement. | <p>Passed: July 2019</p> <p>Notes: LGAT has written to the Premier and the Prime Minister, urging them to acknowledge and take action to address climate change in accordance with this motion. We are awaiting a response.</p> <p>However, subsequent to LGAT's letters, the new Premier has created a ministerial portfolio for climate change and taken it on personally. The Premier's State of the State report¹ on 3 March 2020 made very strong statements addressing climate change and they were consistent with most aspects of this motion.</p> |

¹ See: http://www.premier.tas.gov.au/releases/state_of_the_state

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| <p>Waste and Resource Recovery</p> <p>That Members endorse the proposal to establish a LGAT led Waste Action Plan Reference Group to lead the sectors input into the State Waste Action Plan</p> | <p>Passed: December 2019</p> <p>Notes: LGAT has received nominations from the sector for the Reference Group. At this point no further work has been required, as the State Government has not substantially progressed the next stages of the draft WAP.</p> <p>This motion will be removed following the July General Meeting.</p> |
| <p>Weed Management</p> <p>That LGAT lobby the heads of the Tasmanian Government's Departments and GBEs with responsibilities for management of public lands or works on public lands to have new increased and sustained resourcing levels committed in government agency budgets to manage weeds on public land in coordination with the efforts of others in local areas.</p> | <p>Passed: July 2019</p> <p>Notes: Stage 2 of the Weeds Action Fund (WAF), which will roll out from 2020 to 2023, has "shared responsibility" as a key principle. The focus of the WAF is on collaboration between stakeholders with a responsibility or direct interest in the management of weeds in Tasmania.</p> <p>The tender process for a preferred service provider to administer the allocation of funds for the WAF closed on 21 April and DPIPW is currently finalising the process.</p> <p>In addition, Glamorgan Spring Bay, Break O'Day, Southern Midlands, Tasman and Sorell Councils have all signed agreements for funding under the drought and weeds program. This will allow them to subsidise the salary of a council Weeds Inspector and to support on-ground, targeted weed control activities.</p> <p>The funding will also allow councils to undertake further weeds planning, surveillance, training and awareness activities to reduce the risk of weeds spreading.</p> <p>This motion will be removed following the July General Meeting.</p> |

| Planning and Building | |
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| <p>Building Act</p> <p>That LGAT request that the State Government provide the necessary resources and undertake an urgent review of the Building Act 2016 to address the shortcomings being experienced by Local Government in relation to the operation of this Act.</p> | <p>Passed: July 2018</p> <p>Notes: LGAT has raised this issue with the Director of Building Control and while a root and branch review was not supported, he did accept there was an opportunity for continual improvement to the Building Act. Prior to COVID-19, LGAT had commenced planning for regular meetings with permit authorities, which will be used both as a direct engagement forum to inform LGAT's advocacy for changes to the Building Act and also for permit authorities to accrue CPD points. This work will now re-commence, with the first forums expected to be rolled out prior to the end of this year.</p> |
| <p>337 Certificates</p> <p>That the Local Government Association of Tasmania lobby the Tasmanian Government for:</p> <ol style="list-style-type: none"> 1. Urgent review of the 337 certificate form under Schedule 5 of the Local Government (General) Regulations 2015 to address the following omissions from current regulatory regimes that impact the subject lands: <ul style="list-style-type: none"> a) Land Use Planning and Approvals Act 1993: Codes (such as landslip); Specific Area Plans; Local provisions; applications for a new planning scheme - including the Tasmanian Planning Scheme; or applications for amendments to local provisions under the Tasmanian Planning Scheme. b) Building Act 2016: Submitted form 80's for low risk building work; Whether any natural hazard considerations affect the lands; Question 31 (a) add a new section (iii) asking about onsite waste waters systems approved prior to the Plumbing Regulations 1994 Questions 38-40 be revised to ask whether notifiable building work has been completed and then to provide details regardless of the answer; and | <p>Passed: July 2019</p> <p>Notes: Throughout late 2019 LGAT worked with the Government on part 1 (337s) of the motion. An amendment to the Regulations came into effect on the 4 March. LGAT has surveyed councils to see how the amended list of questions is working for them and is following up on the responses received.</p> <p>In relation to part 2 of the motion (the <i>Property Agents and Land Transactions Act 2016</i>), LGAT has written to the Minister for Building and Construction. The Minister responded by noting that vendor disclosure was considered in 2016 with no consensus among stakeholders but committed to continuing discussions to inform any potential future decisions around reforms.</p> <p>This motion will be removed following the July General Meeting.</p> |

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| <p>2. Revisions to the Property Agents and Land Transactions Act 2016 to consider:</p> <p>a) Requiring a 337 certificate prior to listing of a property and making it available as part of the sale process; and</p> <p>b) Seeking full disclosure for properties as part of the listing process rather than the current process</p> | |
| Roads and Infrastructure | |
| <p>Heavy Vehicle Road Tax</p> <p>That Member Councils of LGAT recommend that the State Government provides an immediate commitment to reinstatement of the equitable distribution of the total heavy motor vehicle road tax collected, to the percentage distribution at the time of inception of the scheme in 1996/1997.</p> | <p>Passed: July 2019</p> <p>Notes: LGAT has written to the Minister for Transport seeking their response to this motion and intentions regarding the Heavy Vehicle Road Tax. The Minister responded in the negative, deflecting appropriate attribution among road management authorities by referring to other streams of funding. However, the argument hinges on an economic principle and matters of good governance, not simple funding amounts. LGAT intends to escalate this issue to the Treasurer in the coming weeks, where economic arguments may be better received.</p> |
| <p>Indexation of Heavy Vehicle Road Tax</p> <p>Member Councils of LGAT recommend that the State Government make to all Local Councils a one off additional annual payment allocation of the heavy motor vehicle road tax distribution as compensation for 24 years of no indexation of the funding allocation.</p> | <p>Passed: July 2019</p> <p>Notes: As above.</p> |

| Emergency Management | |
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| <p><i>Fire Services Levy</i></p> <ol style="list-style-type: none"> 1. Advocate on behalf of all Councils the deep concern at the level of the Fire Service Contribution that councils are expected to collect from ratepayers each year on behalf of the State Fire Commission; and 2. Seek justification for the excessive level of financial burden that has been imposed over the last five years. | <p>Passed: July 2018</p> <p>Notes: The Fire Services Act is currently under review. The Act is the key piece of legislation which dictates the Fire Service Contribution and how increases to the contribution are decided. LGAT provided a submission to the issues paper as part of the review and advocated concern and the need for more transparency and justification in relation to increase to the contribution. LGAT also met with Mike Blake as part of his consultation on the Bill in which we discussed the LGAT submission and the issues raised as part of this motion. It is understood that a draft discussion paper is with the steering committee for final comment. Once finalised it will go out for public consultation for 3 months.</p> |

| Local Government Business and Finance | |
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| Social Policy | |
| <p><i>Growing Health Crisis</i></p> <p>A. Council requests the State Government to:</p> <ol style="list-style-type: none"> 1. Acknowledge that Tasmania is facing a growing health crisis caused by chronic and preventable disease. 2. Acknowledge that one of the statutory functions of councils is to provide for the health, safety and welfare of the community. 3. Recognise that a continued costly focus on hospitals and traditional medical treatment cannot improve community health and health outcomes in the same way that a strategic focus on healthy behaviours and physical activity can. 4. Create adequate funding mechanisms through new and existing budget allocations for Local Government - to allow for the adequate provision of sportsgrounds, playgrounds, outdoor walking, cycling and jogging trails and other infrastructure that will increase the exercise and activity options for all Tasmanians, with a key focus on children. 5. Facilitate and fund appropriate public health awareness campaigns focused on the need to increase the uptake of healthy exercise behaviours by the wider Tasmanian community. <p>B. That Council requests LGAT support recommendations 1-5 above and advocate to the State Government on behalf of the Local Government sector accordingly.</p> | <p>Passed: December 2019</p> <p>Notes: The Local Government Community Health and Wellbeing Project is focussed on supporting councils to improve community health and wellbeing outcomes.</p> <p>LGAT has been discussing the motion and the issues raised with the Department of Communities. Specific actions have been delayed by the Department's significant engagement in planning immediate and longer recovery from COVID-19. The Department noted that the context has significantly changed in recent months. For example, there has been a \$200M Local Government Loans Program available for councils to support infrastructure projects, including sport and recreation facilities. While the Department's immediate focus is around return to play and supporting sport organisations and facility owners/operators to put in place appropriate mechanisms to respond to and recovery from COVID-19, LGAT will continue discussing how both levels of government can strategically address the health crisis.</p> |

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| <p><i>Women's Shelter</i></p> <p>That LGAT advocate for the State Government to investigate the need for a Women's Shelter/s to be located in and to service regional Tasmania and other rural areas, to service the population across the greater part of rural Tasmania.</p> | <p>Passed: December 2019</p> <p>Notes: LGAT has written to the Minister and we are awaiting a response. The letter notes the increased urgency for action and the positive context for action created by the government's interest in addressing family and domestic violence and recent announcements of significant spending on social and affordable housing.</p> |
| <p><i>Public Spaces By-Laws</i></p> <p>That Tasmanian Councils consider adopting the provisions in the City of Hobart Public Spaces By-Law so that a person is not guilty of an offence in relation to camping in public spaces if at the time they are homeless</p> | <p>Passed: December 2019</p> <p>Notes: LGAT has written to all GMs encouraging their councils to consider the matter. A summary of the case that was provided with the motion and the work of the City of Hobart are included in the email.</p> <p>This motion will be removed following the July General Meeting.</p> |
| <p>Other matters</p> | |
| <p><i>Government Services Decentralisation</i></p> <p>Member Councils of LGAT recommend that the State Government provides a strategic commitment and resources funding program for the implementation of a state and federal government services decentralisation action plan to leverage and ensure the dispersal of employment opportunities across the state.</p> | <p>Passed: July 2018</p> <p>Notes: In its 2018 election platform, the Tasmanian Government made some statements and commitments of relevance to this motion. LGAT is reaching out to State Government partners to determine what actions have been taken to date regarding these and how they might contribute to the Tasmanian Government implementing and delivering a decentralisation/regionalisation action plan.</p> <p>In the post-COVID-19 environment of economic recovery, LGAT intends to advocate directly to the Minister's for Strategic and State Growth for support for this motion.</p> |

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| <p><i>Tourism Signage</i></p> <p>That LGAT seek that the State Government provides a strategic commitment of a 4 year resources funding program for the implementation of international (Non English) visitor interpretive signage to ensure the dispersal of the increased international tourism economic benefits across the state.</p> | <p>Passed: July 2018</p> <p>Notes: LGAT has written to Tourism Tasmania and the Department of State Growth (DSG) and have received a response from Tourism Tasmania. Tourism Tasmania CEO provided a detailed and constructive response that noted that while he considered an interpretive signage program would not achieve improved regional tourism economic activity, Tourism Tasmania is motivated and has programs and measurable targets to increase visitation outside Hobart and the gateway cities into regional Tasmania.</p> <p>We are awaiting a response from DSG.</p> |
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3 December 2019

Mayor Christina Holmdahl
President
Local Government Association of Tasmania
362 Macquarie Street
HOBART TAS 7000

Dear Mayor Holmdahl,

I write in relation to the issue of TasWater headworks charges and request the support of the Local Government Association of Tasmania in lobbying for a review of the current 'headworks holiday'.

The Tasmanian Government imposed a 'headworks holiday' for a period of two years with regards to TasWater with the intent that it was to assist development and developers. This 'holiday' was then extended indefinitely.

It is the view of the Southern Tasmanian Councils Authority that the lack of a headworks system is stifling development in critical growth areas (including those specifically identified as key growth sites in the Southern Tasmanian Regional Land Use Strategy) in Greater Hobart.

The current system means that there can be an untenable 'first mover' cost, whereby the costs of the necessary sewer and water infrastructure to develop an area are too high for the first mover where there are multiple land owners in an area, which there generally are. All subsequent developers would effectively be subsidised by the 'first mover'.

TasWater demands that the infrastructure be suitable to service the area and will not fund the difference to then recoup it later from subsequent developers.

Brighton, for example, has a key growth precinct that has been sitting undeveloped for many years as no-one can fund the cost of the sewer pump station for the area alone. Getting the 20 or so land owners to co-fund is equally impossible.

Most other states have a system for headworks as Tasmania used to. The methodology is robust and transparent, and provides for equitable outcomes. Importantly, it also ensures that the cost of basic infrastructure is not a handbrake on orderly development and growth planning.

Given the above, the Southern Tasmanian Councils Authority seeks the support of the Local Government Association of Tasmania to canvas the views of its membership in order to determine whether this issue is statewide and in the case that it does affect the majority of councils, the Local Government Association of Tasmania lobby the State Government to review the current arrangements.

Yours sincerely



Mayor Bec Enders

CHAIR

SOUTHERN TASMANIAN COUNCILS AUTHORITY

18 December 2019

Mayor Bec Enders
Chair
Southern Tasmanian Councils Authority

Dear Mayor Enders

TasWater Headworks Charges

Thank you for your letter dated 3 December seeking the Local Government Association of Tasmania support in lobbying for a review of the current 'headworks holiday' provided by TasWater. I am responding on behalf of the LGAT President, Mayor Christina Holmdahl.

The State Government initially introduced a 'headworks holiday' in late 2014 for a 2-year period. At the completion of this period the TasWater Board determined that it would continue the headworks holiday, and as you note in your letter it remains today.

On receipt of your correspondence LGAT contacted TasWater to clarify their policy position and it was indicated that it is currently under review as part of the development of their Pricing and Service Plan 4 (PSP4) submission, due on 30th June 2020.

TasWater have further indicated that as part of their preparation of their PSP4 they have developed a specific options paper on developer charges. To inform this options paper, TasWater convened three forums to understand perceptions around their current developer charges approach and role in economic development, through November 2018 to February 2019 in Hobart, Launceston and Devonport, for key stakeholders from Local Government, State Government, the development industry and associated professionals. Participants in each of the locations expressed a strong desire for TasWater to reconsider their approach to developer charges.

TasWater will be consulting on the options paper in early 2020. This engagement will include councils and we have informed TasWater of the Southern Tasmanian Councils Authority concerns with the current headworks holiday.

Should you wish LGAT to advocate for the ceasing of the headworks holiday then it will need to be raised as a motion at our March General Meeting for broader sector

endorsement. I appreciate that the timing of this meeting is not ideal given the likely timing of the consultation on the options paper on developer charges (January to February). However, we understand TasWater recognises this is an important issue for councils and is committed to meaningful engagement.

I trust this satisfies your concerns and please do not hesitate to contact me should you require any further information or assistance.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Katrena Stephenson', written in a cursive style.

Dr Katrena Stephenson
Chief Executive Officer

| Where LG sector view varied from reform direction | | |
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| Reform Direction | Sector View | Final Decision of Government |
| 5. Reform eligibility for the General Manager's Roll | <p>Generally supported although a number of councils felt that permanent residents should also be allowed to vote, reflecting our growing migrant population.</p> <p>One Council suggested that inclusion on the House of Assembly electoral roll be an additional criterion for inclusion on the General Manager's Roll.</p> <p>One Council felt the General Manager's Roll should be removed entirely.</p> <p>At the July 2015 General meeting the following motion was carried: <i>That the LGAT urge the State Government to support the transfer of the administration of the General Manager's Roll to the Tasmanian Electoral Commission. Further members also agreed, via motion, That the Local Government Association of Tasmania urge the State Government to review the eligibility for inclusion on the General Manager's Roll by reviewing the definition of occupier to better catch all citizens inclusive of refugees and permanent residents living in local government area.</i></p> | <p>Clarified as</p> <p>The following criteria will apply to the General Manager's Roll:</p> <p>Criteria 1 – A person must be an Australian citizen to be eligible to be enrolled to vote in local government elections.</p> <p>Criteria 2 – Individuals who are Australian citizens and own or occupy property in a municipal area where they are not residents should be eligible to enrol to vote in that area.</p> <p>Criteria 3 – A person is eligible for enrol to vote if they are the sole nominated representative of a business operating from a property in the municipal area, provided that person is an Australian citizen and is not already on the Roll in that municipal area under any other entitlement.</p> <p>No changes are proposed with regard to eligibility to vote based on enrolment on the House of Assembly roll.</p> |
| 12. Introduce a pre-nomination training package | <p>This was supported by most councils although a few raised concerns that it might prove a barrier or obstruction if not accessible in multiple formats.</p> <p>Suggestions included:</p> <ul style="list-style-type: none"> • That training be optional or only be required for candidates not already on Council; • That training be simple, interactive, and accessible via multiple platforms; and • That training be used to support, rather than replace, regional face-to-face sessions. <p>One Council submitted the continued availability of induction and training resources to be sufficient and did not support this reform. Another Council suggested a standard code of conduct be developed for candidates.</p> | <p>Clarified as</p> <p>Potential electoral candidates will be required to complete a training package in order to nominate as a candidate. The training packages would be completed in a simple online format and will provide information about the roles and responsibilities of councillors, rather than testing a potential candidate's knowledge.</p> |

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| <p>13. Introduce a candidate nomination fee</p> | <p>There was no clear position from the sector on this proposal. Some councils support this reform in order to deter candidates who are not serious, whilst others do not – labelling it as an anti-democratic, stumbling block which limits the socioeconomically disadvantaged.</p> <p>One Council noted that the suggested nomination fee is potentially not high enough to achieve the desired outcome. Another Council suggested that the scale of fees should be based on the level of allowances relative to the position.</p> <p>There was a greater level of support for a Mayoral candidate fee.</p> | <p>This proposal will not proceed. A candidate fee will not be introduced.</p> |
| <p>17. All councils will develop and adopt a community engagement strategy</p> | <p>While most written submissions to LGAT supported this proposal, there was a strong opposition expressed in face to face forums. Much of this may be related to the lack of underlying detail and a concern that this was an overly prescriptive move, especially when most councils already have community engagement strategies.</p> <p>Councils generally agreed that more flexibility around engagement processes is needed.</p> <p>If it does proceed it is imperative that engagement requirements are not prescribed in an overly detailed way, thus creating more administration, delays, and red-tape. The strategy should reflect the circumstances and expectations of individual councils who themselves decide what will/won't be engaged on.</p> <p>Some councils view this as a step too far and would prefer that the Act set minimum requirements for consultation and information, so that these are clear and consistent for all councils. Councils can then meet those requirements and still be flexible in their consultation approach beyond the minimum standards.</p> <p>It was also raised that there is a risk, particularly for small councils, of the requirements creating an unsustainable administrative burden not aligned with the services the community expect.</p> <p>A formal requirement to renew after each election was considered overreach.</p> | <p>Clarified as</p> <p>Councils will develop a Community Engagement Strategy after each election, in collaboration with their communities. The Community Engagement Strategy will inform how councils will engage, involve, consult and inform their communities on plans, projects and policies. Councils will be required to follow their Community Engagement Strategy when engaging communities on their Strategic Plan, in determining their service delivery priorities and when setting their budget (including rating decisions).</p> <p><i>Direct to gov council written submissions</i></p> <p><i>14 for</i></p> <p><i>4 against</i></p> <p><i>2 undecided</i></p> |

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| <p>19. Remove requirements for public meetings and elector polls</p> | <p>Supported - One Council noted that public meetings and elector polls could be addressed within the adopted community engagement strategy.</p> <p>The retention of community initiated public meetings is supported by a small number of councils but only on the basis that the threshold number of electors are increased.</p> <p>It was suggested by one Council that elector polls only be capable of being held in conjunction with an election and LGAT feels, based on anecdotal evidence, that there would be support for that.</p> | <p>Not agreed by Gov but some amendment</p> <p>In recognition of strong community views about this Reform Direction, community-initiated elector polls and public meetings will be retained in the new Act. However, the threshold to trigger an elector poll will be increased to 20% of electors (currently the threshold is 10%). It will also be a condition that any elector polls or public meetings must relate to an issue over which local government has decision making authority. Councils will retain the power to initiate elector polls and a new power will be provided for the Minister to initiate a state-wide elector poll on a particular issue if required.</p> |
| <p>20. Legislate the eight good governance principles</p> | <p>Mostly supported by the sector although in general it was felt by LGAT Members that it would be sufficient to maintain these principles as guidelines due to their subjectivity and likely restrictiveness. The 'consensus oriented' principle was particularly problematic for one Council, being seen to be contrary to good governance. In all, the Act should establish expectations of a culture of governments rather than be overly prescriptive in approach.</p> | <p>No real change</p> <p>The principles from the Local Government Good Governance Guide will be legislated and linked to the behaviours in the Code of Conduct.</p> <p><i>11 councils supported</i></p> <p><i>4 supported with caveats</i></p> <p><i>5 against</i></p> |
| <p>21. Set high-level financial management principles that encourage efficiency and value for money in council service delivery</p> | <p>Council largely felt hamstrung in commenting on this proposal because of the lack of detail. While not strongly opposing, it was suggested that additional policy tools, such as guidelines, would be sufficient. It was hard to elicit what the major benefit over s28 (1) to (4) would be.</p> <p>Even those cautiously supportive felt the principles identified might be too narrow and did not capture the need for alignment of strategic planning documents.</p> <p>One suggestion arising from face to face discussions was that a practical and useful action would be to review the various accounting methodologies being used by councils and develop standardised reporting. This would</p> | <p>No real change</p> <p>High-level financial management principles will be established to provide a clear expectation for councils when developing their strategic plans and budgets that focus upon transparency, accountability and sound financial management.</p> |

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| | address some of the complexities such as volume/length of reporting driven by disclosures currently required in the Local Government Act and International Accounting standards, which are not necessarily relevant to Council operation. | |
| 22. Establish core capability requirements for elected members | <p>There was no consensus on this matter and particularly during workshops this was described as an overly prescriptive direction.</p> <p>It was noted by some that because Local Government is no different to State and Federal Governments in that the elected members are democratically elected, at most this should take the form of guidelines.</p> <p>Others suggested that training extend beyond Planning and Local Government to include topics directly relevant to the role of an elected member (e.g. meeting procedure training).</p> <p>One Council raised concern around the term 'core capability' as it implies there may be a pass or fail scenario for elected members. This Council therefore suggested it be changed to 'professional development'.</p> <p>It was uncertain how weight would be given to experience both on and off Council.</p> <p>Noting that training needs to be delivered in Plain English and accessible via multiple platforms, questions were raised as to how it would be implemented and how it would be affordable and accessible relative to the Councillors role and allowances.</p> | <p>Shifted to</p> <p>Core competency requirements for elected members will be outlined with general managers needing to develop and deliver an induction plan for elected members following each council election. It will also be a requirement for councillors to complete training about their role as a Planning Authority.</p> <p><i>In written submissions</i></p> <p><i>11 councils supported</i></p> <p><i>5 neutral</i></p> <p><i>1 against</i></p> |
| 23. Require councils to publicly report the core capability training that each elected member has completed annually | <p>This was not strongly supported although there was less concern about broader reporting on training participation. One reason given by councils for not supporting this reform is the different level of training required by each elected member, according to their skills, background and experience (i.e. yearly reports will not provide a complete picture of capability and/or existing qualifications, thus creating an unnecessary compliance burden). Others, however, see merit in reporting core capability training and in extending this reform to all Councillor professional development.</p> | <p>Shifted to</p> <p>Reporting of training completed by elected members will not be required to be reported publicly, rather general managers will be required to develop induction plans for elected members, with meeting procedures training to be completed prior to the first meeting.</p> |

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| <p>24. Establish principles for all Council staff that set minimum standards of behaviour</p> | <p>Not supported without further detail.</p> <p>Most councils feel that it is not necessary to include these principles within legislation as Local Government staff are employed and managed under an Enterprise Bargaining Agreement and all councils already have workplace policies to manage behaviour.</p> <p>It is suggested that overly prescriptive legislation often causes more problems than it solves and that setting minimum standards would disempower the relationship between a council's General Manager and staff.</p> <p>Some Members feel that a level of prescription is appropriate and that there is merit in enhanced consistency.</p> <p>How these principles are applied to engagement with Council employee groups and/or contracts under commonwealth approved enterprise agreements requires clarification.</p> | <p>Clarified as</p> <p>Local government employment principles will be set, aligning with the principles applying to employees under the Tasmanian State Service Act 2000. The consequences for a breach of these minimum staff standards of behaviour would be a matter for each council to determine.</p> <p><i>Original proposal supported by 4 councils, 5 councils neutral, 6 councils against. (in written submissions)</i></p> |
| <p>25. Prescribe minimum standards for General Manager recruitment, contracts, performance management and termination</p> | <p>Not generally supported.</p> <p>While several councils support this reform it was only to the extent that best-practice recruitment practices (i.e. tools and support materials) are contained within Ministerial Orders. However, for these councils, prescription within the Act is not supported. It was noted that councils need flexibility in order to recruit staff that best suit their needs/situation.</p> <p>It was suggested by a number of Members that such a reform overreaches on one of the main responsibilities of Councillors and can open channels for an aggrieved individual to mount legal challenges.</p> | <p>No change</p> <p>Minimum standards will be set for general manager recruitment, contracts, performance management and termination. The current power to issue a Ministerial Order on the appointment and performance of general managers will remain.</p> <p><i>Note in submissions direct to Gov 6 councils supported, 2 were neutral and 6 were against.</i></p> |
| <p>29. Establish an independent rates oversight mechanism</p> | <p>Generally not supported, although this is another proposal on which councils were frustrated by a lack of detail.</p> <p>It was noted that appropriate oversight already exists for councils' financial management and that Local Government is not confident that the Economic Regulator has the experience or capacity to undertake this role.</p> <p>Councils should be given discretion and be guided by their community's needs which change over time.</p> | <p>Amended</p> <p>Rather than the proposed oversight of rates increases by the Tasmanian Economic Regulator, council Audit Panel chairs will be required to review any proposed rate changes that deviate from a council's Long-Term Financial Plan, and/or any changes to a council's LongTerm Financial Plan. Audit Panel Chairs will continue to be independent of their councils and the Panels must have a majority of independent members.</p> |

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| | <p>Other reasons for a lack of support include that:</p> <ul style="list-style-type: none"> • Councils already have the Auditor General monitoring rating policies – this reform will therefore impose unnecessary additional prescription; and • Overuse may place unnecessary financial hardship on councils if they are required to pay for these interventions – an option for the State to resource any intervention measures should therefore be available. <p>A more logical approach, according to one Council, would be to consider how the Local Government Division could provide oversight on rating policies and monitor Council financial sustainability. Providing a more comprehensive financial benchmarking system has also been suggested.</p> | |
| 30. Set principles or guidelines for setting fees and charges | <p>Not supported.</p> <p>While several councils are supportive of a more transparent and consistent approach to the setting of fees and charges there was concern that this approach is overly prescriptive and does not recognise the different scales and nature of councils business operations. For example, technology now allows differential and flexible parking meter charges to influence behaviour and improve traffic.</p> <p>Fee setting should be done on a true cost recovery basis with flexibility for local circumstances. There is no clear benefit to the proposed bureaucratic requirements.</p> <p>Reform which is only for purpose of consistency does not properly reflect the financial plans, practices and costs of an individual Council in providing the service for which the fees and charges apply, instead, the focus should be on providing principles or guidelines as a tool to assist councils.</p> | <p>Clarified to note</p> <p>The principles or guidelines will promote greater consistency in the approach to setting fees and charges without prescription of the amounts themselves. Fees and charges should be reflective of the cost of the service being delivered as they are not a tax to raise general revenue.</p> <p><i>In written submissions 11 councils opposed the original reform direction.</i></p> |
| 37. Create a power for the Director of Local Government to require an undertaking from a Council as a measure to address compliance issues | <p>Not generally supported without further detail.</p> <p>An increase in oversight and intervention powers needs to be supported by powers to address non-compliance. Consideration must also be given to a review/appeal mechanism to address disagreement with the actions of the Director.</p> | <p>Clarified as</p> <p>The Director of Local Government will have the power to accept an undertaking by a council, councillor or general manager <u>to either correct an act of non-compliance with the Act, or to ensure that there is no recurrence.</u></p> |

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| | <p>Other comments include:</p> <ul style="list-style-type: none"> • That such a direction should only be issued by the Minister (an elected representative); • That such a direction should be directed to Council for Council to ensure the General Manager corrects the non-compliance; and • That direction should only be able to be issued once Council agrees there is an instance of non-compliance. | <p><i>Original proposal supported by 10 councils, 2 councils neutral and 5 not supporting.</i></p> |
| 38. Establish a Monitor/Advisor role | <p>Not generally supported.</p> <p>It is suggested that only the Director should be able to recommend the engagement of a Monitor (and Financial Controller), and that functions of elected councils should only be used in overridden by Ministerial decision.</p> <p>An alternative suggestion is that all Closed Session Agendas be sent to the Director of Local Government in order to monitor the information being discussed.</p> <p>Of the councils supporting this reform, it was suggested by one that it be extended to include a Mentor role.</p> | <p>Modified</p> <p>To be renamed 'Advisor'. The Director of Local Government will have the power to require the appointment of an Advisor to enter a council to review its operations, request information from the council administration (and the Audit Panel), provide guidance to elected members and senior staff, and make recommendations to the council. Councils may also decide that an Advisor be engaged as an early intervention to assist a council before issues result in more serious outcomes.</p> <p><i>In direct submissions on original proposal 8 councils supported (in principle or with caveats, 2 were neutral and 6 did not support)</i></p> |
| 39. Establish the power to appoint a Financial Controller | <p>Not strongly supported. If progressed, there needs to be clarity around when this might occur. As mentioned previously, a review mechanism will need to be in place to allow for disagreements to be addressed.</p> | <p>Modified</p> <p>To be renamed 'Financial Supervisor'. Similar to Reform Direction #38, the Director of Local Government may appoint a Financial Supervisor to a council to manage serious, demonstrated financial challenges, similar to powers that exist in New South Wales.</p> <p><i>In direct submissions on original proposal 6 councils supported (in principle or with caveats, 6 were neutral and 5 did not support)</i></p> |

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| <p>41. Provide for the Minister to dismiss a Council or individual Councillor</p> | <p>Mostly supported. Several councils feel that the current system of the Minister only having the power to dismiss the whole and not individual Councillors needs amendment, however a number of issues need to be considered and detail is not available.</p> <p>The concerns with this proposal relate to the role of the Director vs that of a Board.</p> <p>One Council feels very strongly that the powers of the Director should be reduced (not strengthened). This Council states that advice from the Director often conflicts with their own legal advice and that Local Government Officers are biased and at times incompetent in their investigations.</p> | <p>No change</p> <p>The Minister will have the ability to dismiss a council or councillor on recommendation of the Director. The Minister will retain the power to establish a Board of Inquiry and, in response to findings, recommend the Governor dismiss a council or councillor.</p> <p><i>In direct submissions on original proposal 11 councils supported 2 were neutral and 4 did not support</i></p> <p><i>For 36-42 SC noted that natural justice/procedural fairness would be important in legislation and these would require the sector to be consulted on in drafting Bill.</i></p> |
| <p>42. Create offences for mismanagement and to address poor governance (maladministration)</p> | <p>While further detail is required, as a concept this is mostly supported. The following concerns/comments were raised:</p> <ul style="list-style-type: none"> • The performance of councils should be left to councils (as much as possible), intervention should only occur when there is a clear breach of the Act; • The need for clarity around the role of Mayor in managing the elected body, General Manager in managing the organisation, and relationship between the General Manager and elected members; • A potential detrimental effect on Local Government management, those with management skills will seek positions with greater financial reward and less potential for criminal prosecution; and • This must relate only to those areas which the General Manager has control over, not to decisions by or actions of councillors. <p>Such provisions, both for the Council and individual Councillors, would need to be tested through the courts. One Council endorsed the Tasmanian Audit Office as the current means of potentially identifying any financial mismanagement.</p> | <p>Clarified as</p> <p>An offence of maladministration will be created for systemic failures or a major consequence resulting from a single act of impropriety, incompetence or neglect. The offence will be directed to all councillors, individual councillors and general managers but not other senior executive council staff.</p> |

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| <p>45. Require councils to publish a compliance statement in the Annual Report</p> | <p>No clear sectorial position. Some councils feel that this reform is unnecessary and that existing audit panel requirements are sufficient to ensure compliance.</p> <p>Other councils feel that the Directions Paper does not provide sufficient detail in order to determine whether this reform is supported. Depending on the nature of this statement, there could be practical challenges with determining compliance – for example.</p> <p>If this reform was to be introduced, a compliance certificate would need to be developed so there is consistency, according to one Council.</p> | <p>Amended</p> <p>Compliance statements would only be completed for ‘material’ or ‘significant’ matters. General managers will be required to sign-off and account for the council’s material compliance obligations under the Act and some associated legislation, and report to the community a formal attestation that material compliance obligations have been met.</p> |
| <p>48. Introduce the option to create Regional Councils</p> | <p>No clear sectorial position. Some councils feel that this reform would allow communities to maintain their own identity while achieving economy of scale benefits of working with other councils.</p> <p>Support was largely predicated on participation in a regional Council not being compulsory and where there is no preferential treatment granted to a regional Council over individual councils.</p> <p>More information (re. establishment processes, governance arrangements, funding, accountability, and dissolution) is required before many councils can support this reform.</p> <p>Those who do not support this reform site the following as concerns:</p> <ul style="list-style-type: none"> • The implementation risks are considered too high and benefits difficult to identify/quantify; • The impracticality of councils needing to deliver and operate in the same or similar manner; and • The potential unnecessary of this approach given existing Joint Authority powers. | <p>Not proceeding</p> |

6 June 2020

Tony Ferrell
Secretary
Department of Treasury and Finance
secretary@treasury.tas.gov.au

Premier's Economic and Social Recovery Advisory Council (PESRAC)

Thank you for the opportunity to provide a submission to the PESRAC.

The Local Government Association of Tasmania (LGAT) is incorporated under the *Local Government Act 1993*, our functions being:

- (a) To protect and represent the interests and rights of councils in Tasmania;
- (b) To promote an efficient and effective system of local government in Tasmania; and
- (c) To provide services to member councils, councillors and employees of councils.

The views and opinions expressed in this submission are representative of the Local Government sector and consider the feedback from LGAT's members at a senior officer level. Given the tight timeframes it was not possible to formally engage the broad membership. However, officer level feedback was received from 27 of 29 councils. In addition, LGAT has been meeting regularly with the three regional council authorities and RDA Tasmania to discuss and compile the impacts being felt across the Local Government sector.

This submission is focused on impacts. LGAT is currently finalizing a second submission for PESRAC which is forward looking.

We are happy to engage directly with the PESRAC and support your engagement with our Members.

Please contact me at any time.



Your sincerely

Dr Katrena Stephenson
CHIEF EXECUTIVE OFFICER

cc - Adrian Christian, Director adrian.christian@treasury.tas.gov.au
PESRAC Secretariat secretariat.PESRAC@treasury.tas.gov.au

ASSESSING THE IMPACT OF COVID-19 ON TASMANIAN COUNCILS AND THEIR COMMUNITIES.

1. General Comments

Key points:

- *Tasmanian councils have made significant financial and human resource investment in responding to covid-19*
- *all councils and communities will be impacted differently and have different pathways to recovery.*

The COVID19 pandemic has impacted every Australian home, business and community. Even for those who remained in work, the associated uncertainty and changes to our way of life have had an impact. COVID - 19 will continue to influence how we operate for a long period after people start to resume social contact and work.

To date all levels of government have invested to ensure that Australia's community capacity remains in place to support the operation and recovery of our society, economy and livelihoods post the COVID - 19 national shut-down. And while the investment from Federal and State Governments has been significant, Local Government's contribution cannot be underestimated.

COVID-19 can be seen as a magnifying glass that highlights and heightens divides that already existed in our community. Indicators such as financial disadvantage, job insecurity, digital access issues, homelessness, nutritional voids, alcohol, tobacco and recreational drug use, domestic abuse, mental health and gambling issues have been exacerbated by COVID-19 and its related disadvantage.

Tasmanian councils have already committed to nearly \$40 million in relief measures¹ to support their communities through the crisis and into recovery through a variety of means. These include:

- a 0% rates increase for the 2020/21 financial year;
- direct business and community support grant programs;
- hardship assistance policies

¹ To be applied through the period March 2020 through to 30 June 2021 and as at 1 June 2020. Councils are continuing to invest in this space.

- rates remissions for certain businesses;
- relaxing or waiving of certain penalties, fees and charges;
- suspended debt collection;
- waiving of rent on council properties; and
- a variety of local and regional programs to support business and communities.

For more detail see the relief measures link on LGAT's COVID-19 Resources Page:
<https://www.lgat.tas.gov.au/media-and-publications/covid-19>

This investment in relief equates to 6.85% of 2017-18 revenues (as published by the State Grants Commission). For the sake of comparison, State Government's investment in COVID relief represents 6.58% of revenue².

Overall, the Local Government sector anticipates the impact to the Tasmanian economy will be felt most acutely in the shorter term, although there is a high level of uncertainty around future impact aligned with the easing of restrictions as well as the risks of further outbreaks. It is anticipated that economic and social disruption will have long-lasting effects on the Australian, Tasmanian and local economies over a number of years.

All councils and communities will be impacted differently by COVID-19. Each local community has its own unique makeup of residents and businesses, which inherently means that some communities will be more vulnerable than others in both a health and economic sense. Because of this, as Local Governments plan their response and recovery activities, additional focus will be directed towards the community cohorts that will require more support than others.

² Economic and Fiscal Update Report May 2020

2. What impacts are currently being seen by your sector or members (including clients/households/individuals as relevant in your context) and what impacts are anticipated in the coming weeks and months?

Key points:

- *Councils' initial focus was on health and wellbeing and delivery of essential services and most experienced significantly increased workloads.*
- *Financial impacts flowed shortly after including through lost revenues, implementation of relief measures, increased cleaning costs and loss of TasWater dividends. Some councils, like businesses, have experienced cash flow difficulties.*
- *Less common council functions such as childcare and airports have been severely affected.*
- *In their communities, Councils are reporting increasing financial stress, disconnection and isolation. The impact on the use of volunteers by councils and local not-for-profits and sporting groups has been widely noted. There is increased demand for mental health services and domestic violence services.*

The immediate impacts for councils related to protecting the health and wellbeing of workers including staff, councillors, contractors and visitors to council sites. Councils were required to quickly work through the public health directions and implement appropriate precautions, including the closure of some business areas and a significant shift to staff working from home. This led to an immediate reduction in access to council facilities for ratepayers and community groups. It also proved difficult to maintain capital/maintenance programs and ensure a safe workplace with appropriate physical distancing, with some work being deferred.

There was an immediate and substantial increase in workload for many council workers, both in managing their own functions but also supporting communities and ratepayers. This combined with reporting on actual and likely world, Australian and Tasmanian COVID-19 scenarios has led to worker fatigue, nervousness and impact on mental wellbeing. While some have embraced new and innovative ways of working, others have been less able to adapt. Historic investment in cloud-based ICT systems has been a strongly determining factor in the ease of maintaining business as usual from less than usual workplaces.

The coronavirus (COVID-19) pandemic presents many challenges for Local Government. (Councils) themselves are complex medium-sized businesses experiencing many of the same challenges as other small to medium businesses, they are also the first point of contact with our communities and play a key role in supporting our local businesses and communities during times of challenge.

Local Governments are often the first line of connection to the communities they serve. During the coronavirus pandemic, they are being enlisted to enable and enforce the federal and state government's restrictions in regards to their communities needing to be physical distancing and self-isolating. Many of our essential services are delivered by the local councils, and often involve a high degree of interaction with vulnerable members in our communities ... (Councils) have customers, they have a large number of employees, key services, and costs and revenues to be managed during this time.

Toni Jones, Partner in Charge Industries, Enterprise and Local Government Sector Leader KPMG Australia.

Financial Impacts

It has not taken long for councils to start experiencing significant financial impacts from:

- lost fees and charges revenue e.g. parking, sports centres and child care;
- relief measures as outlined above, including deferral of payments, remissions, waivers and grants;
- lost revenue from TasWater dividends - with no dividends to be paid for the second ½ of this financial year (having an immediate cash flow impact) and the likelihood of no dividends none next year; and
- increased cleaning costs.

With cashflow a significant concern, the recent forward payment of the Federal Government's Financial Assistance grants is welcome. However, this is not universally effective, as the metro councils receive only the minimum grant. This was mitigated to some extent for the Cities of Hobart and Launceston where their successful State Government stimulus loan applications covered not just capital but some operational/relief cost. Provided these are processed and paid quickly it will provide significant relief on stressed cash flows.

Case Study - Council Airports: While not impacting all councils, the downturn in Tourism has had a particular impact where councils own and maintain airports.

It is clear that the Federal funding being provided to regional airlines is not leading to reduced pressure for those councils who own regional airports. For our small remote councils, the cost of regional airports is already a significant and unsustainable impost. This is being exacerbated under the COVID-19 Pandemic, with airlines now owing significant amounts to councils. For Flinders and King Islands there is a critical need to keep both airports open as vital public infrastructure. However, maintaining operational compliance standards (which prevents cost savings) while at the same time incurring a substantial loss of landing fee revenue places these councils under significant financial strain.

Flinders and King Islands have identified three major issues related to the sustainability of the airports:

- Large infrastructure costs related to upgrading the runways, taxi ways and aprons.
- High operational costs to address the day-to-day safety and management of the airport and its Terminal (including labour, plant and equipment required to operate and maintain the airport facilities).
- Challenging financial conditions: For example on Flinders, Sharp Airlines currently owes council an amount equal to 50% of its annual Passenger Takes, experiencing a 30% decline in passenger travel in the first month of COVID-19.

On Flinders Island landing fees and passenger taxes represent 20% of total rate income, on King Island cash losses from the airport are expected to be equivalent to 25% of rate income.

Case Study- Childcare: Similarly, while limited to eight councils, the impacts on council run childcare facilities has been significant. Tasmanian councils play an integral part in ensuring access to early learning and care for local communities across Tasmania. These centres, whilst owned by the Local Government, are operated as separate entities, where any operational deficits must be funded from the centres' operating cash reserves.

Across the impacted councils, LGAT estimates that around 80 casual and 90 permanent staff have been impacted by decreased childcare revenue. Prior to COVID-19 these centres were supporting upwards of 1000 children.

Huon Valley Children's Services provides Long Day Care (LDC) and outside School Hours Care (OSHC) for up to 171 children across Dover, Geeveston and Huonville.

The closest private providers are located in Cygnet (45 places LDC & OSHC) and Huonville (26 places LDC & OSHC).

The provision of Care by the Council is on a fee for service basis, where no financial support is provided by the rate payer. The Services all rely on the fees paid by families, funding from the Federal Government Childcare Subsidy System as well as the Community Childcare Fund.

Since the introduction of the Federal Government's Early Education and Care Relief Package, these centres have all been under considerable financial pressure due to the limited financial support available to centres owned by Local Government. Unlike privately owned centres, council run centres are unable to access Job Keeper Payments and are not eligible for the Exceptional Circumstances Supplementary Payments. This ineligibility continues to put the centres under financial strain, with some councils making the difficult decision to temporarily close their centres. As we enter the recovery phase the childcare sector is crucial in supporting people to return to work. To ensure centres remain financially viable and sustainable, financial support from the Federal Government for Local Government centres is essential.

Other impacts

There have been a range of impacts on councils' operations and services. For example, councils had to reluctantly suspend or cancel community programs and events. Less predictable was the significant increase in household waste and recycling volumes related to the shift to people being home based. On a more positive note all councils have reported increased use of walkways and cycleways for passive recreation.

Overcoming the statutory requirements for council meetings to be conducted face-to-face emerged quickly as a priority with a varying ability of councils to switch to remote/online meetings with public access through live streaming. Sometimes this is

related to councils' ICT infrastructure but in some of our rural and remote communities, access to sufficient high-quality internet proved challenging for both the council collectively and for individual staff and councillors. For example, on King Island, the only facility with sufficient bandwidth to conduct videoconferencing is the school. To enable the Council chambers to live stream meetings would require a new 4G Tower at the cost of many millions.

Regardless of technology issues, there have been positives and negatives related to moving to an online environment with more councils live streaming their council meetings and experiencing significantly enhanced public participation.

One of the positives out of this state of emergency is that the long experienced Local Government collegiality and collaboration has been magnified with regular engagement between key officers across council through a variety of innovative and electronic means.

COVID-Safe Business Planning

As restrictions ease and councils begin to resume operations, like other businesses they have to undertake the Work Health and Safety/Business Safe Plan requirements. Given the diversity of workplace types overseen by councils and the broad nature of interactions with those workplaces, many are finding this particularly onerous. This was unanticipated and the workload significant.

There have been expectations on council Environmental Health Officers (EHOs) expressed publicly by State Government - in relation to education and enforcement - but with no clarity or detail on what this will involve. Regardless of the final position, any COVID related responsibility for EHOs is likely to impact councils, as there is a nationwide shortage of EHOs.

The University of Tasmania (UTAS) has identified that there is little evidence to suggest that the current Tasmanian EHO workforce is large enough, nor adequately or equitably distributed or coordinated to minimise public health risks associated with environmental hazards and provide an optimal health protection workforce under the current regulatory requirements, let alone with additional duties. LGAT is currently working with UTAS, the Department of Health and the EPA on building future EHO capacity in Tasmania.

.idcommunity reports the following COVID-19 impacts on Tasmania:

- *GRP change (-9.4%);*
 - *Local job change (-7.2%);*
 - *Employed resident change (-7.2%);*
 - *Local jobs (-17,915) – compared to 18/19 average;*
 - *Net migration expected to be 85% down in 2021.*
 - *-4,537 jobs in accommodation and food services*
-

Communities

In relation to community impacts, councils have particularly noted the effects of *closure of businesses* both temporary and permanent, increasing financial stress, disconnection and isolation. The *impact on the use of volunteers* by councils and local not-for-

profits and sporting groups has been widely experienced. A number of councils have reported an *increased demand for mental health services* and domestic violence services. It was noted they are seeing many families experiencing poverty for the first time.

Councils also noted the difficulty faced by community cohorts where there was no access to *affordable and reliable internet*. This was felt to have significantly impacted on opportunities for education and social engagement during COVID-19 restrictions. All councils have reported that their communities feel *overloaded with information* and have difficulty in understanding or applying advice, especially where there have been apparent contradictions in verbal and written guidance.

Councils have identified a *range of vulnerable groups* including single parents (no respite), migrants and humanitarian entrants, people with disabilities, young people, people with no fixed abode and seasonal workers.

They note that many businesses are struggling with cashflow and some have been less able to move to an online environment. The *disproportionate impact on tourism and hospitality businesses* is consistently reported but the impact on the arts sector was also emphasised. *Uncertainties of global markets* and future commodity trade positions are perceived as impacting primary producers, while some communities have experienced the closure of banking services.

3. What factors are likely to shape the medium and longer-term impacts for your sector/members?

Key points:

- *Financial and operational uncertainty limits the capacity to forward plan.*
- *Council revenues will be impacted by a freeze on any increases to general rates.*
- *Councils will continue to be able to function, but we may see a contraction in discretionary spending.*

The high level of budget and operational uncertainty limits the capacity to forward plan and there is an inexorable link between the speed of Tasmania's recovery (capacity to pay rates) and councils' ability to deliver and be financially sustainable.

For the Local Government sector, the worsening economic outlook will impact on the sector's expenditure and revenue sources. Rates revenue will be negatively affected in 2020-21 due to most councils responding to political and community pressure and not applying an indexation to general rates. Combined with an increase in bad debts, negative impacts on fees and charges revenue due to lower levels of economic activity and service use, it is anticipated councils will run deficit budgets for at least the next few years. While this is unlikely to see councils fall over, it is likely to lead to a focus on statutory services and may result in a contraction of discretionary spending and service delivery.

While not COVID-19 related, a compounding pressure on councils is the erosion of the rate base. This is not, as commonly suggested, simply a matter of demographic change but can relate to emerging business models and legislated rates concessions - such as is the case for charitably owned independent living units and University of Tasmania student accommodation and the transfer of public housing stock to not for profit entities.

Each year LGAT releases a Council Cost Index³. The 2020 / 21 Index was released in March this year and was 2.18%. However, as mentioned above most councils are not applying any increase to general rates for next financial year and the economic outlook is looking particularly uncertain for their 2021-22 budgets. Like any business councils will be keeping a close eye on the speed of recovery and contemplating revenue and expenditure measures to return to surplus in the medium term. Councils

³ Since 2006 LGAT has published a Council Cost Index (CCI) to better reflect the cost increases associated with the delivery of Local Government services recognising that the CPI alone does not reflect cost increases across the range of council services. Wage costs, road and bridge costs and the CPI are the most common elements used in Local Government cost indexes across Australia and Tasmania is no different in that these elements are significant components of operating costs.

- Turner, K (2020), *Councils as Place Makers (draft)*, Regional Development Australia Tasmania.

will be reviewing their financial management strategy, their budgets, their service levels, and their long-term plans. They will be applying vacancy controls over the next 12 months and where possible seeking to delay pay increases. Local Government will also be looking to embed further efficiencies and collaborations driven by the necessity of responding to COVID-19.

There will be a strong focus on council capital programs as a key plank in economic stimulus. Twenty councils will be accessing \$147 million State Government three-year interest free stimulus loans. All councils are eligible for an allocation of funding under the Federal Government's Road Transport and Community Infrastructure Stimulus Program (\$16million statewide) and a number of councils have already brought

forward some of their capital program. New capital initiatives can be a double-edged sword for councils, however, often bringing with them significant depreciation costs and asset renewal liabilities.

*The multiplier effects of Local Government place-making is notable; our survey found the 29 Councils were actively delivering (i.e. procuring for and constructing) \$389.5 Million of projects which modelling shows creates 1,744 direct jobs in construction and 1,153 indirect jobs in other industries and with multiplier effects add an extra \$193.90 Million to the Tasmanian economy.**

As will be the case for many Tasmanian businesses, the ongoing physical distancing and hygiene requirements will have a considerable impact on council operations. Councils will also be ensuring they are prepared for a second wave or another more traditional emergency event (fire, flood); noting that their flexibility to respond will now be significantly constrained.

Other concerns for the medium to longer term include:

- Recovery/retention of volunteers for community groups and council facilities;
- Risks to waste recovery markets;
- Community engagement processes and community event restrictions;
- Assisting organisations with the development of Safety Plans as more industries open and community groups try to re-establish; and
- Vacancy control/tightening resources.

Communities

When it comes to their communities, councils anticipate that anxiety around the return of tourists (particularly cruise boats) and relaxing of physical distancing will remain an issue over the medium to longer term, especially for vulnerable groups.

The likely ongoing restrictions on large scale gatherings and the threat to viability of sporting groups was regularly noted in our consultation with councils, as was the concern about individual vulnerability upon cessation of the JobSeeker/JobKeeper payments and the freeze on evictions. There is strong concern for young people with a view that school leavers will struggle to compete in the job market. The risk of an increase in child development delays as a result of limited use of early learning centres was also raised.

Nearly all councils indicated that recovery in the tourism sector will be vital to regional recovery and many expressed concerns at the vulnerability of services reliant on volunteers or donations. As indicated earlier, the uncertainty with respect to macro-economic environment, trade and supply chains is of concern for a range of industries.

4. What data or information can currently be provided to the Council on the nature and magnitude of impacts for your sector/members?

Key points:

- *The value of Local Government COVID-19 relief measures to date is approaching \$40M*
- *On average, councils' relief measures equate to 7.8% of rates revenue.*
- *On average, councils will have deficits in the order of \$2M for 20-21.*
- *The value of planned capital works across the LG sector in 20-21 is nearly \$137M.*

LGAT furnished several financial data requests to councils, with 26 councils able to assist. It should be noted however that it has been challenging for councils to make accurate estimates ahead of their budget process, with policy decisions still being made, the impacts of decisions made still being assessed and the impact on rates, fees and charges through decreased use, remissions, discounts or arrears still being measured. That being said, a broad sector picture is developing.

Key data:

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| Estimated value of all policy decisions made including freeze on rate increases from end of March to 30 June 2021. (excludes capital program and loss of TasWater Dividends). | \$38,946,949 |
| Estimated value of relief measures to 30 June 2021 (as provided previously) as a % of general rates | Council average 7.8% Range: 3 - 16.8% |
| Estimated value of relief measures to 30 June 2021 (as provided previously) as a % of total revenue | Council average 4.1% Range: 3 – 8.4% |
| Predicted deficit for 19-20 | Council average -\$836,335 Range: +\$1.5M to -\$9.5M |
| Predicted deficit for 20-21 | Council average -\$2.018M Range: +\$467,000* to -\$12M *Only 2 councils predicting a surplus of around \$500k each |
| Current borrowings | Council average \$7.63M Range: \$0 – \$55M |
| Predicted borrowings to end of 20-21 | Council average \$11.523M Range: \$0 – \$86M |
| Estimate of income lost through closed business units, downturn in fees/charges | Council average \$1.735M Range: \$0 – \$26.94M |
| Value of unpaid TasWater dividends 19-20 | \$10M |
| Value of TasWater dividends 20-21 | Anticipated at least \$10M likely \$20M |
| Anticipated additional cleaning costs across all council business for 6 months (based on 24 councils) | Council average \$30,000 Range: \$0 – \$90,000 |

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| Staff losses (number people and FTE) casuals | 208 (estimated 78 FTEs). Note figures do not differentiate stand downs vs permanent losses. |
| Staff losses (number people and FTE) part-time | 12 (estimated 6.4 FTEs) |
| Staff losses (number people and FTE) full-time | 5 FTEs |
| Value of planned capital program 19-20 | Total \$110.440M Average \$4.2M Range \$2.6M to \$59M |
| Value of capital works brought forward | Total \$25.326M Average \$9.7M Range \$0M to \$26M |
| Anticipated value of capital works program 20-21 | Total \$136.772M Average \$5.26M Range \$2.8 to \$43.9M |
| Value of any new service offerings around recovery | \$5.1M |

5. What mitigation measures are currently in place that aim to address these impacts?

Key points:

- *Councils have implemented a range of relief and mitigation measures and these are communicated through the LGAT website.*

Councils have implemented a range of relief and mitigation measures and as outlined earlier many of these have been captured in a single resource by LGAT. This is updated regularly on our website to reflect new decisions, but by way of example the document as at 3 June 2020 is provided as Attachment 1.

Other examples include:

- 1) By LGAT: regular communication and advice on Government announcements and council specific responses, development of templates such as the Hardship Policy and Remote Meeting Guidelines, refreshing of LGAT Procurement contracts to broaden local offerings.
- 2) For council operations: employment of mental health and wellbeing coordinators; cloud based IT solutions; leveraging off a strong financial position; reviewing and updating the long term financial plan; safe business planning; deferring enterprise bargaining; collaboration and resource sharing with other councils; and implementation of cross disciplinary response teams.
- 3) For communities: free flu vaccination programs, engagement of professionals to support business recovery planning, regional project and priority identification; volunteer engagement; planning for more partnerships across council, private sector and not for profits; and local employment programs.

Councils are also promoting safe community activities, supporting the delivery of crisis services by impacted not for profits, delivering a range of community services online, undertaking community engagement surveys and connecting community organisations and businesses.

6. What impacts are not being mitigated or for which there is no plan in place to mitigate?

Key points:

- *Councils perceive there may be insufficient skilled labour and resources for capital works.*
- *The impact of a potential second wave is of concern to all.*
- *The immediate impact on volunteer numbers will be hard to address given that volunteers are predominantly from the vulnerable older population.*

Two key areas were identified as being difficult to mitigate:

- 1) The competition for skilled labour and resources to undertake building and construction is seen as a key risk for recovery with a shortage of skilled labour driving up costs and delaying projects even prior to COVID-19. With borders closed and no access to interstate or foreign skilled workers this will be exacerbated. Additionally, when it comes to construction there are difficulties in ensuring appropriate physical distancing – *it is simply not always safe or feasible in relation to key tasks*. If there is to be recovery based on construction and building, what measures are being put in place to ensure there will be a skilled workforce to support such initiatives, particularly into regional areas of the state?
- 2) There is concern that no level of Government will have capacity to respond to a second wave of pandemic or a deep and prolonged economic recession.

At a community level councils noted:

- There is no real strategy about managing increased visitation from outside a municipality – messaging needs to be developed to alleviate anxiety.
- There seems to be nothing to address sporting groups and community groups other than onerous workplace safety requirements.
- There is a lack of readiness for support for individuals and families when social security payments are reduced.
- There needs to be consideration of the profound and long-term impact on young people.
- There needs to be a continued call for personal responsibility for basic mitigation measures to protect vulnerable people.
- The immediate impact on volunteer numbers will be hard to address given that volunteers are predominantly from the vulnerable older population.

7. What responses, both within the sector and more broadly, are front-of-mind and over what timeframes - what should be stopped, what should continue and what should be started?

Key points:

- *Lack of certainty about TasWater dividends and accuracy of long-term financial plans.*
- *There are increased service delivery expectations in the face of declining revenues and skills shortages.*
- *Councils have significant capacity to stimulate local economies through their capital programs.*
- *LG engagement must continue as we move from response to recovery, through the various recovery committees and with local leaders.*

Financial

For councils, the long-term financial impacts are front of mind, particularly going into a budget period. The lack of certainty about TasWater revenue, as illustrated by the immediate non-payment of dividends, has councils deeply concerned about the accuracy of their long-term financial plans. There was a strong feeling that councils had already provided significant relief through a range of measures and should not have to provide relief through dividend hits as well.

Related to financial concerns is the expectation that councils will increase their service delivery, while at the same time seeing a significant decline in revenue. For example, there are likely to be increased requirements for

“Local Government is different to State/Federal Government in that while we have to deal with zero increases etc. and loss of income, ultimately the same people (community) will have to deal with those impacts”.

Environmental Health Officers (EHOs), but no increase in available EHOs or revenue to cover their expense. Similarly, there are proposed reductions in planning time frames, with the increased workload that places on planners. However, similar to EHOs, there is a national shortage of planners and no extra income to bring on more. In general, determining how to respond to sudden needs and how to do business as usual in the face of reduced funding is occupying the attention of all councils in Tasmania.

The status of Enterprise Agreements (EAs) has also required early consideration. Some councils are at the end of Enterprise Agreements and are able to delay enterprise bargaining and freeze pays for several months. Other councils are having to apply an automatic pay increase as per a current EA. The difficulty of varying EAs in the context of busier than usual council activity, has seen most councils reluctant to go down that path, however this will inevitably lead to inequitable staff outcomes across the sector. Advice to LGAT is that there is limited opportunity for a coordinated approach to Fair Work as each EA has to be dealt with separately. It is understood that the broad issue of EAs and automatic pay increases was discussed at national cabinet without resolution.

Despite the issues outlined above, councils have significant capacity to stimulate local economies through their capital programs and many are exploring what they can bring forward to generate additional employment opportunities, but note the limitations around the availability of skilled workers outlined earlier. The challenges of program management for a significantly increased capital works and maintenance program, including project governance, delivery capacity, procurement challenges, monitoring and reporting, are not to be underestimated.

Engaging Communities/Local Recovery

Now of course, there is a focus on the gradual reopening of Tasmania and what that means for councils. There should be a continued understanding that steps on the road map to recovery may not automatically occur in their current order, and that the timeline may be affected by outbreaks, clusters or other unanticipated events. A council's roadmap to recovery may look a little different than that mapped by the State Government and may not directly align with the dates announced by the Premier. Councils are undertaking a raft of protective measures to make sure when recreational spaces and facilities do open, the safety of their community and council staff is the highest priority.

One of the issues of concern for Local Government has been the limited use of established community recovery arrangements. While acknowledging the nature of the disaster is different from a fire or flood, the core principle of recovery needing to be led by communities is still essential. It is important that the processes put in play by the PSERAC include engagement at the local level and that the State's response addresses the unique recovery requirements of the regions. Engagement must continue as we move from response to recovery, through the various recovery committees and with local leaders to ensure there is a full understanding of impact and recovery needs.

Front of mind for communities is the challenge around bringing business out of hibernation and reconnecting to employment opportunities; access to affordable

housing where work is located and addressing the health and wellbeing impacts of COVID-19, including those stemming from social isolation. It was also raised by a few councils that funding being provided to NGO's who are not normally involved in recovery should have reduced priority going forward.

8. What has been overtaken?

Key points:

- *Planned and strategic activity has been delayed.*
- *There has been an increase in single use and disposable products.*
- *Councils are seeing major private sector projects put on hold.*
- *Face to face engagement and community events have been severely disrupted.*

Councils have consistently reported that they have had to push planned activity to the side for the last few months (and likely some months more) to respond to issues created by COVID-19. The deferral of activity spans strategic (e.g. community planning); operational (e.g. EBAs, community events) and capital works activity (e.g. DEC/Wilkinsons Point).

Single use and disposable products have popped back up everywhere within the community and many businesses that used to promote and encourage bringing in containers/bags from home have had to refuse the practice. Most cafes refuse to handle "keep cups".

Councils also noted that the new work health and safety requirements have pushed other regulatory reforms into background and that COVID-19 responses have overtaken the community's "war on waste".

Councils have reported seeing the following in their communities:

- Increased short-term housing availability (including use of hotel rooms for homeless) but no significant easing of overall housing affordability, particularly in the south;
- Limited community participation in social wellbeing activities;
- Business expansion plans being placed on hold;
- Community events on hold;
- Reduced youth engagement;
- Major projects on hold, eg MONA hotel;
- A temporary easing of congestion; and

- Increased use of walkways and bicycle paths.

9. What would help your sector/members re-employ where there have been reductions in jobs, or grow employment levels?

Key points:

- *Councils have largely been able to avoid significant staffing impacts.*
- *Casual staff servicing business areas closed under public health directions have been most impacted.*
- *Local Government is a significant employer.*

When considering the sector as a whole, Local Government has endeavored to maintain existing staff through a variety of activities such as redeployment and bring forward internal project work. Consequently, there have not been significant staffing impacts. Where staff have been staff reductions (stand downs predominantly), they have largely been confined to those councils who run specific business functions affected by public health orders such as sports and aquatic centres and childcare centres. Affected councils have stood down or laid off casuals but mostly have redeployed permanent employees. While it is likely there will be future reengagement of those employees as restrictions ease and services recommence, in the short term access to Job Keeper or equivalent would be beneficial.

Employment is one of the key areas where Local Government has made a significant contribution to their local economies. In addition to providing services, councils are a significant employer – over 3000 FTEs in Tasmania and around 200,000 nationally. Importantly, Local Government is a significant employer in rural and regional areas.

In Councils, as with other businesses, the pandemic has exposed the need for a highly skilled and adaptable workforce.

There are undoubtedly opportunities for councils to grow employment to deliver programs which promote economic and social recovery – with appropriate funding. Many councils already play a significant role in delivering health and wellbeing services, apprentice/trainee programs, volunteer recruitment and support, and economic development.

Given that employment is often central to notions of economic development, councils can be understood as key employers and businesses, particularly in some areas where the council is the largest source of employment. This helps to affirm that councils can be important economic actors, but does little to shine light on the role and functions that they perform in the pursuit of local and regional development goals⁴.

10. Possible Priorities

State Government

Councils were asked what they felt should immediate priorities for State Government now and into the future. Suggestions included:

- An accelerated program of residential rental construction.
- Meaningful engagement with Local Government in relation to local recovery actions.
- Legislation to provide certainty around future TasWater dividends.
- Provision of robust and well-resourced emergency response capability with health of community a focus.
- A “Rural on Purpose” policy to support jobs growth, regional and remote population retention and workforce growth solutions for rural industries.
- A strategic whole of state approach to the Circular Economy.
- Investment in energy including hydrogen and Marinus.
- Advocacy for Local Government access to Federal Childcare Financial Support Packages.
- Targeted actions for young people, noting they are generally less resilient.
- Work closely with the Local Government sector to leverage infrastructure investments to maximise benefits for local communities and contractors; and
- Land Use Planning reform – the process needs to be finalised with a higher level of urgency.

In developing policy or programs for which Local Government is anticipated to play a role, it is important to note that the overall financial position of councils and their capacity is variable and there needs to be sufficient flexibility in responses to account for those differences.

In relation to supporting communities, councils noted the following possible actions by State Government:

- Support for major events with clear and logical guidelines.
- Reducing the onerous and bureaucratic approach to Business Safe Planning.
- Clear and consistent communication around restrictions and guidelines.
- Plan for homelessness once hotels are no longer an option.
- Increased free wifi, particularly in low SES communities.
- Funding for community transport e.g. home delivery of groceries, prescriptions etc for vulnerable.
- Technology funding for State schools to improve learning outcomes based on experience of learning from home.
- Continue implementation of strategic growth agenda.
- Systems and funding for place-based solutions.
- Inspiring leading policy innovation that supports regional productivity with small to medium enterprise growth into high value add products and experiences in the regions.
- Investing in regional infrastructure to inspire new visitor experiences.
- Investment in skills and training.
- Transitioning from an immediate relief and rescue model to a longer-term community led empowerment model.
- City Deal Projects to stimulate the economy.
- Increased business and employment support through hubs and incubator projects.
- Sufficiently resourced outreach services dealing directly with vulnerable cohorts.

Federal Government

When asked to contemplate what was needed from the Federal Government, overwhelmingly councils indicated that restoring the level of Financial Assistance Grants (or non-grant untied funding) should be a priority. They also noted that infrastructure programs should have to provide both a community benefit and an economic stimulus and noted that grant processes needed to be simplified and expedited (they routinely take 5-6 months).

Federal investment for communities should focus on jobs growth, housing security, food security, investment in infrastructure critical to improving logistics and innovation (to value add to primary industries), Project Marinus; placed based initiatives and investment in economic development; strategic and prompt investment in mitigation plans and actions for future shocks, continuation of JobKeeper and

JobSeeker and more City Deals. There is also a need to consider the particular issues related to council owned airports in regional areas.

All levels of Government should be supporting individuals to look for/seek change, innovate, and be open to doing things differently.

11. Resilience

As we move out of the response stage an important focus must be on resilience – at individual, organisational/business and community levels.

For councils, resilience has the following components:

- Rebuilt financial sustainability;
- Up to date Business Continuity and Pandemic Plans;
- Innovative practice;
- More interdisciplinary teams;
- Workforce planning to reduce key dependencies;
- Shared learnings;
- Collaboration across geographical boundaries;
- Strong connectedness to communities and strong leadership.

They also noted that it will be important to review legislation and ensure there is capacity to adapt requirements, particularly timeframes, during an incident. A few councils felt that organizational resilience stem from a stronger focus on core statutory roles.

I think most Councils will acknowledge that whilst everyone would have a Business Continuity Plan in place, very few were prepared for a pandemic

Councils indicated that community resilience would stem from:

- A diversified economy with increased social engagement with economic producers.
- Direct community capacity building to ensure communities have strong networks and methods of communication and staying in touch with each other as the environment changes.
- Not becoming complacent around health and hygiene.
- Higher value adding to local world class primary products.

- Diversity of tourism – with operators taking a broad, rather than specialised focus (e.g. just Chinese market).
- Stronger trading relations.
- Multi-skilled work forces that are adaptable and can step up in times of need.
- Ongoing commitment to place based Community and Economic Development.

Key to note is that councils found that distance, remoteness and isolation added a particular dimension to the pandemic response. While engagement of ‘hard to reach’ citizens was challenging for some, another perspective on the presence of vulnerable residents has been that there is now a greater understanding of who and where they are.

12. Community Social Recovery and the Importance of Place

Tasmania has well established recovery arrangements through the Emergency Management Act 2006, the Tasmanian Emergency Management Arrangements (2019) and through the State Special Plan for Recovery. Throughout these arrangements the fundamental principle of recovery is that it should be community led. As such Local Government is a critical player in recovery and historically this has been well recognised.

A significant amount of recovery planning is also occurring at the municipal and regional level, particularly in relation to social recovery. Councils are currently having input into this process through the municipal recovery coordinators through the social recovery committees.

Councils are well placed to inform initial recovery efforts with local knowledge and networks, noting that the fundamental principle of recovery is that it should be local community led. As we move forward into longer term recovery planning, developing mechanisms for Local Government to inform and guide efforts needs to be a key focus.

From an economic recovery perspective, traditional sectoral approaches do not provide the means for adequately dealing with the challenges and their constantly changing faces. They don’t help identify or understand how we can respond to effectively recover, rebuild and importantly transitioning our economy to be more resilient in the future. To support this and more so than ever, recovery from the COVID - 19 emergency, will require all levels of government, stakeholders and community members to work together to leverage everyone’s contribution.

Recovery will be long-term, and the planning for it needs to be strength based, people centred and anchored in place, it should be planned strategically but be dynamic.

Responses that better combine all levels of government, business and the community sector offer the greatest opportunity to support community wellbeing and livelihoods.

They should also reflect the reality of how our places work including through enabling analysis of where there are opportunities to transition our local economies to be more resilient.

Reflecting on learnings from the Black Saturday Bushfires, authors Taylor and Goodman⁴ noted that councils *reported “feeling disrespected. They found prior rules and roles were overturned and disregarded, they often struggled to establish lines of authority, and felt inadequately resourced for the tasks they had to pursue. ... politicisation of bushfire recovery, struggles with being insufficiently resourced to deal with the media... becoming the ‘meat in the sandwich’.*

State Government approaches that compounded the difficulties for Local Government, included a ‘one size fits all’ approach; an overemphasis on physical infrastructure and the built environment; the setting of unworkable time lines for project delivery; and in particular, approaches that weren’t aligned to ‘community development’”.

LGAT asked councils what community social recovery looked like for them. Firstly, they acknowledged that community social recovery will not be quick, with an anticipated time span of 1 to 2 years. It would stem from community led models (such as outlined in the National Principles for Disaster Recovery) and that Local Government was a key facilitator of connections between communities and other regional, state and national programs.

Safe business planning and new forms of service delivery are a key plank of recovery as are active volunteers and community groups and strong, proactive partnerships. Some noted that recovery will be variable and is dependent on how events are reshaped and how quickly consumer confidence builds.

Communities will need direct and targeted information and engagement. Many people may be reluctant to return to life as it was before the pandemic. Whilst there are still restrictions and timeframes subject to public health advice councils do not

Social community recovery should be community led. Each community has its own issues and strengths which will determine how best to meet those needs. Strong links between the community members and those seeking to support the recovery is essential.

⁴ Taylor, D. & Goodman, H. Place-Based and Community-Led: Specific Disaster Preparedness and Generalisable Community Resilience. CatholicCare Bushfire Community Recovery Service. Melbourne, 2015.

want to be building expectations and then not be able to deliver. There needs to be understanding that everyone's experience of COVID-19 is different.

Recovery initiatives already being delivered by councils include:

- Financial relief and support.
- Assistance with Business Safe Planning.
- Volunteer appreciation programs.
- 'Buy local' promotions.
- Appointment of specialist recovery staff.
- Joined up community/subregional/regional recovery planning.
- Business Mentoring program.
- Social and Economic Recovery Committees/ COVID Response Committee that work across the diverse functional areas of councils.
- Bringing forward of capital works.
- Targeted grants – eg technology support.
- Leaflet drops/kindness cards.

13. Where to Next

During Black Saturday and beyond, the capacity of Local Government for closer relations with community compared to other levels of government, was overlooked. It was noted that emergencies were seen to make this local quality 'fragile, easily forgotten, and can be undermined'.

Such underestimation can stem from not understanding the role of councils. As the Australian Local Government Association articulates:

- *Local governments have increasingly taken the lead role in regional economic development reflecting their presence on the ground, control of many of the levers of growth and Federal, State and Territory Governments' withdrawal from these roles. The vast majority of councils have economic development strategies and provide investment, training and networking to stimulate and grow local economies.*
- *Local Government brings strengths that other levels of government do not – a grass roots perspective that is apolitical and the resources and capacity to support local implementation in the majority of communities.*
- *The scope of local government roles and responsibilities which make it an important partner. Public health, water, sewerage, aged care, childcare, roads, bridges, walking and cycling paths, community transport, economic development, immunisations, recreation and sport, culture and arts, social inclusion, and cultural cohesion, etc.*
- *Local Government along with the Australian, State and Territory Governments, are jointly involved in funding or service delivery in a large number of policy areas including*

transport infrastructure, human services (child care, aged care), land use planning, population management, natural resources and environmental management, emergency management, and many other generators of economic development at the local level.

- *Local Government supports intergovernmental efforts and its role in reform. It has extensive roles in the development and implementation of regulations that could hamper or accelerate recovery.*
- *The management and productivity of cities is a fundamental building block of the vitality and health of the nation. Local governments have the primary responsibilities for the efficiency and amenity of cities, the quality and efficiency of development assessment processes, investment in economic infrastructure such as roads and public realm, and a range of regulatory levers to manage the complex issues such as construction impacts, parking provision and turnover, outdoor dining and flexible land uses.*
- *Regional economies are increasingly driven at the local level, with employment attraction and retention strategies run by Local Government. Business support networks, coordinated strategic planning, freight route modelling to improve productivity and coordination of advocacy for targeted funding s investment opportunities are all driven from the local level.*

Local Government is as an undervalued sector, which is at the same time expected to do the impossible, pick up any slack and be all things to everybody, particularly when help is needed regardless of capacity or resource constraints.

Local Government is community-based; it is community oriented and community-driven.

Local Government can do a lot to help Tasmania's recovery but of course it can't do everything.

LGAT is nearing completion of another submission for PESRAC that outlines some possible partnership pathways between State and Local Government, as well as industry, to deliver social and economic improvements for Tasmania. In addition to highlighting some existing initiatives which can be leveraged for broader outcomes (such as the Department of Health funded Local Government Health and Wellbeing Project), we have identified the transformative potential of a circular economy led recovery for Tasmania and provided a possible process for mapping local economies to determine what circular economy opportunities exist and how they should be supported.

Perhaps more so than any other stakeholder, councils deliver the services and infrastructure that shape the daily experiences of Tasmanians. Services that are major determinants of our community's prosperity and wellbeing. Councils are place shapers who drive most people's attachment to, and satisfaction with the area in which they live, making them an essential partner in working to create liveable places.

The greater Tasmanian community and its associated economy must, more than ever, be thought of as resulting from the combination of connected and interdependent smaller local areas.

We must focus locally to effect positive social and economic change at the regional and State level. It is imperative for our State's future success, and we must ensure that there are opportunities for all, and that no community is left behind. To address the specific priorities that exist at a local community level, flexible service delivery and funding models are often required for effective results.

While the specific focus of Local Government might be local and regional, these geographic areas represent the fundamental building blocks that make the State a great place to be.

The Local Government sector must be considered a crucial partner in any attempts to effect, economic, social and cultural change and to promote strong, healthy, liveable, viable, sustainable communities. It is not a secondary stakeholder.